

# Google Meet Cheat Sheet



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1. Copy and paste the link for the meeting your teacher shared with you in your address bar. Highlight the URL and click Ctrl + C to copy, Ctrl + V to paste.

**Ex:** <https://meet.google.com/yih-fjdm-rzd>



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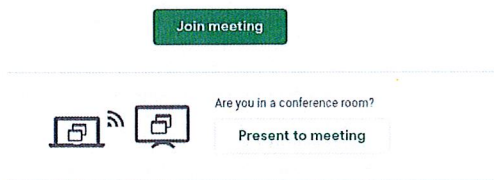
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2. Click the Join Now button to share the live feed from your camera.



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The microphone icon in the middle center mutes your sound (your image will still be present and you will still be able to hear).



The video camera icon in the middle center turns off your camera (but you can still hear).

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## When you click Join



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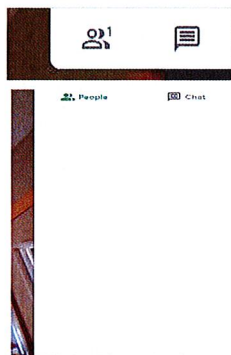
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### **Top right box**

- Click the people icon to add people (the number shows how many people are in the meeting)
- The text box opens the chat dialog.



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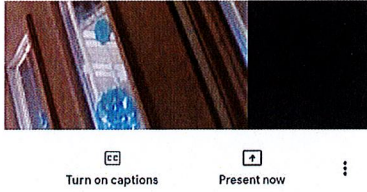
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Bottom right:

- Turn on captions: turns voice into closed-captions at the bottom of the screen
- Present now: Shares your screen with the others



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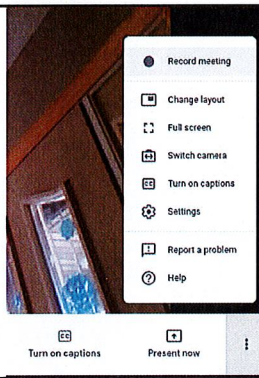
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- The three vertical dots (more):
  - Change the layout of your screen
  - Turn the video to full screen
  - Turn on captions
  - Settings
  - Use a phone for audio
  - Report a problem
  - Help (from Google)



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The lower middle taskbar

- The microphone mutes sound (but keeps you in the meeting).
- The phone ends the meeting.
- The video camera ends the recording of your camera (but keeps you in the meeting).



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