How to Join a Google Meet Video Conference Hosted by Your Teacher

Prerequisites and things to know:

1. You must be using your Central Islip School district Google account to use Google Meet for distance learning.
2. If you are participating in the conference and would like others to see you , you will need a USB web Camera. It is still possible to participate in the conference without a USB web camera, but you will need to have a microphone connected to the system so that others can hear you. **Note:**Most Laptops have built in Webcams and mics. If you have neither a USB camera or microphone, you will still be able to view the video conference but will not be able to interact.

Steps to Participating in a Google Meet conference

1. Assuming you are already logged in to your Central Islip school district Google Classroom, select the waffle icon on the top right corner of your classroom and select the Google Meet icon. <u>Note</u>: If you are not logged in, click on the link ➡ Student Login Portal and sign in to the student login portal.

2. Select **Join or start a meeting**.

3. Enter the "Meeting code" or "nickname" that the teacher provided to you or posted to their Google classroom and click **continue.** Note: The name of the meeting will be the teacher's last name, google classroom name and current date (i.e. **SmithMath04162020**)

Join or start a meeting ✕

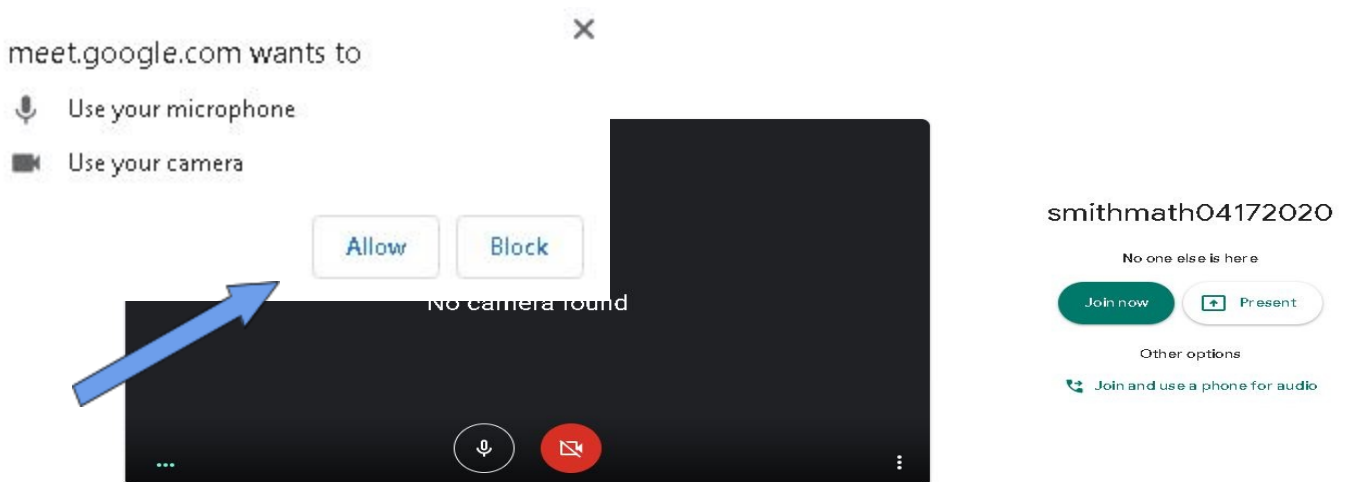Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.

SmithMath04162020

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4. A white box is going to pop up asking for permission for Google Meet to use your camera or microphone - if one is connected, click the allow button.

Meet

meet.google.com wants to
🎤 Use your microphone
📹 Use your camera

Allow   Block

No camera found

Allow Meet to use your camera

Meet needs access to your camera so that other participants can see you. Meet will ask you to confirm this decision on each browser and computer you use.

smithmath04172020

No one else is here

Join now   [⊞] Present

Other options

📞 Join and use a phone for audio

5. The next step is to join the meeting - click on the **Join now** icon

smithmath04162020

No one else is here

Join now   [↑] Present

Other options

↳ Join and use a phone for audio

Congratulations! You have successfully joined your teacher's

Google Video Meeting.

6. During the video conference, if the teacher has muted all of the students and requests you to answer a question, you can unmute the mic by clicking the mic icon on the bottom of the google meet screen. The icon will change from red to white when the mic is unmuted.

To mute and unmute the mic   **To Leave the meeting**   **To turn camera on or off**