STEP 1
To login in and participate in a Google Hangouts Meet, locate the login credentials for the meeting you wish to attend.

STEP 2
If you have a computer with a camera, you can join the meeting via video conferencing. To join with video, you will click on the link next to Meeting ID (see example below). **Note:** If your computer does not have a video camera, you can still join on your computer using the audio available on your computer, but other participants will not be able to see you.

If your computer does not have a video camera, or you do not have a computer, you can still join the Google Hangouts Meet with your phone. To join by phone, you will dial the provided phone number, followed by the PIN and then press #. (see example below)

EXAMPLE:

Meeting ID meet.google.com/uhw-oenu-hvw ←—— **Click link to join meeting with computer and video.**

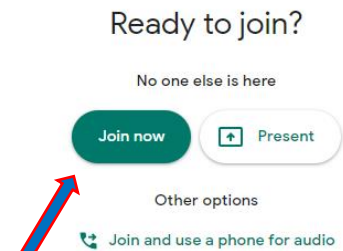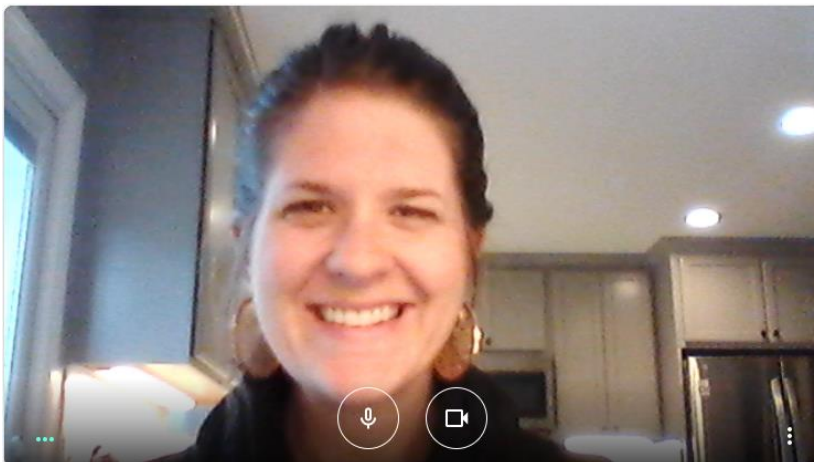Join by Phone ←—— **To join the meeting by phone, dial the phone number followed by the PIN and #.**

+1 314-649-9141

PIN: 452 940 027#

STEP 3
After you click on the link to join the meeting, you will be routed to a meeting room. Here you should see a preview of your video camera to assure you are in view. If you do not see an image of yourself, check to assure the video camera is turned on. The camera icon is located on the bottom of the preview screen.

To the right of the preview is a teal **"Join now"** button. Click this button to join the meeting. **Note:** The host of the meeting will need to admit you to the meeting.

Ready to join?

No one else is here

Join now   Present

Other options

Join and use a phone for audio

Click the Join now button to join the meeting.

STEP 4

Once you have joined the meeting, assure that your microphone is set to mute. You can find the microphone icon on the white bar that appears when you drag your curser to the bottom of your screen. Click on the microphone icon until it is a red circle with a line through the microphone. **Note:** If you participate at any time during the meeting, unmute yourself before speaking and the mute yourself again once you have finished speaking.
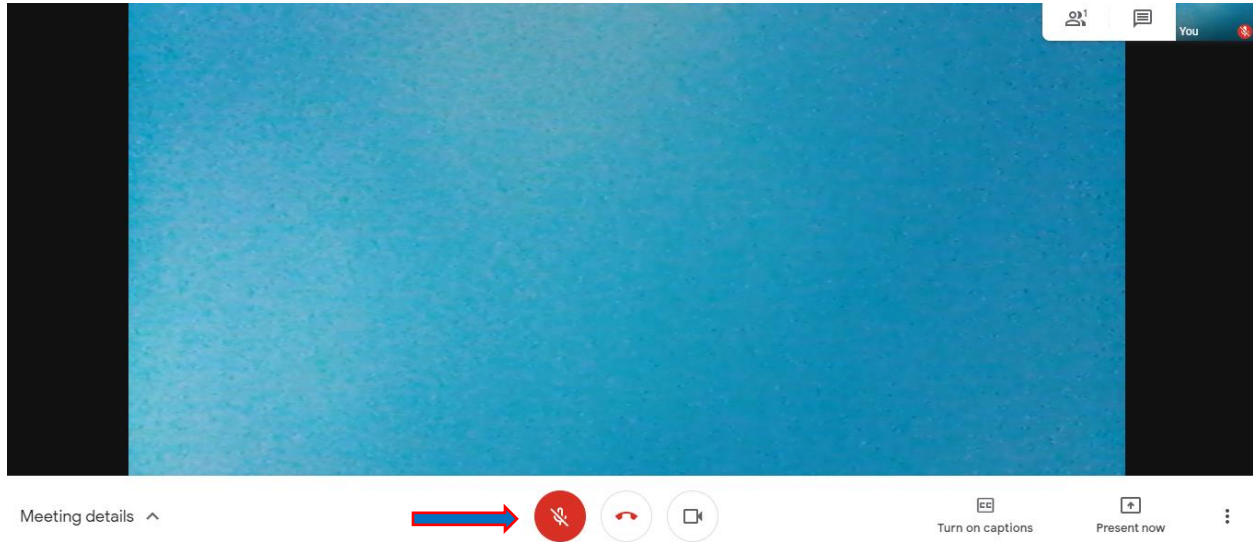
STEP 5

There are a few other important features for you to be aware of to help with your Google Hangouts experience:

Three Dot Menu: On the far-right bottom of your screen you will see three small dots one on top of the other. If you click on this menu button, a pop-up menu will appear with several options. The option you will want to click on is **Change Layout**, then choose **Tiled**.
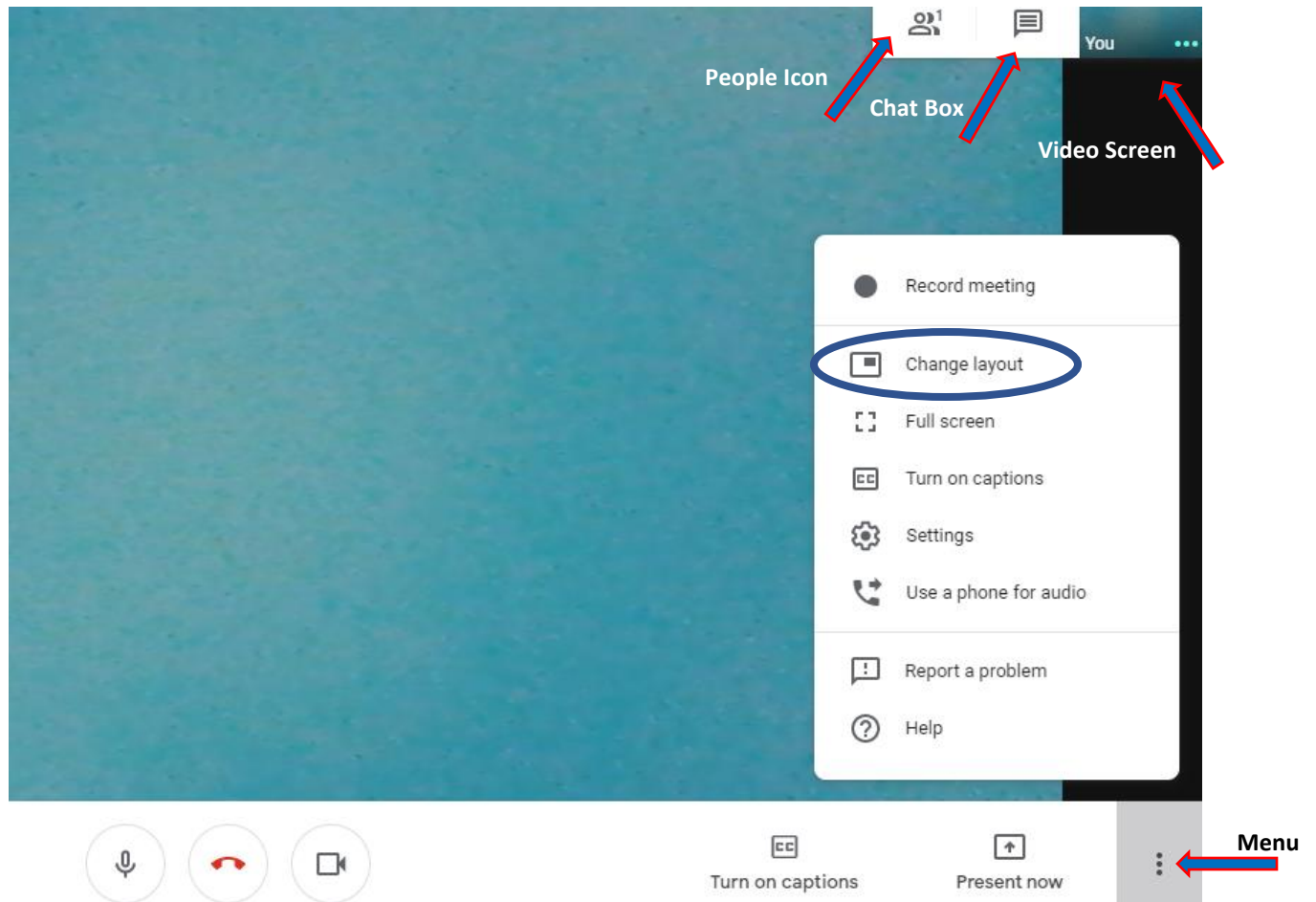
People Icon: In the top right-hand corner of your screen there is a people icon. If you click on this you can see who is all participating in the meeting.

Chat Box: Also, in the top right-hand corner of your screen, you will see a chat box icon. If you click on this icon you can send a chat message to the group. This is not a private message and will be seen by everyone on the meeting. This can be a great feature to ask a question of the host if you don't want to interrupt conversation.

Small Video Screen: The last item in the top right-hand corner is a small video screen that shows you your image (what others are seeing on their screen when you appear).

SEE DIAGRAM BELOW:

People Icon

Chat Box

Video Screen

Record meeting

Change layout

Full screen

Turn on captions

Settings

Use a phone for audio

Report a problem

Help

Turn on captions   Present now   **Menu**

STEP 6

Once the meeting is complete, you will click the red phone button in the bottom center of your screen. This will end the call.