

An OCDSB Guide to Using Google Meet

This Overview Guide Covers:

[Joining a Meeting](#)

[Joining from an Email Invitation](#)

[Joining from a Google Calendar Invitation](#)

[Joining using the Meet Link](#)

[In the Meet Waiting Area](#)

[Inside the Meeting](#)

[Leaving the Meeting](#)

[Google Meet Etiquette](#)

[Related Resources](#)

Joining a Meeting

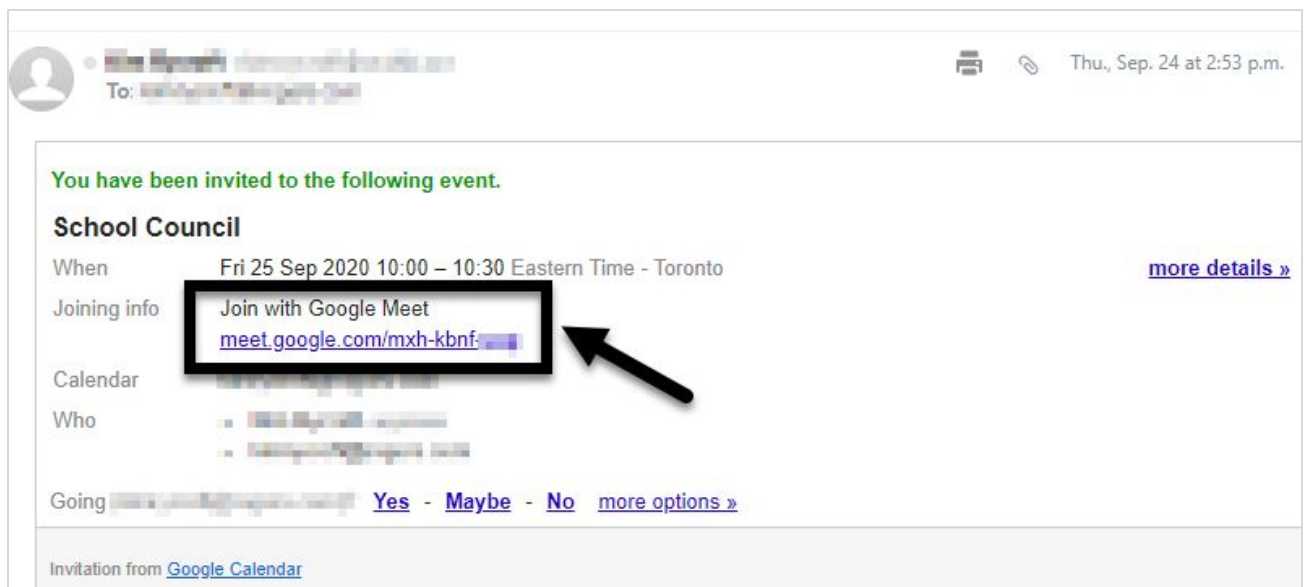
Joining a Google Meet can be done from a wide variety of devices including Chromebooks, laptops, mobile devices, phones, tablets and desktops. A Google account is **not** required.

You can join using a calendar invitation or you can enter a meeting link URL in your browser. You can even join by phone by requesting that the host call you from the meeting.

Joining from an Email Invitation

When you are invited, you'll receive an email with the link to the Google Meet.

1. When the Meet is going to begin, you can click the Meet link inside the email you received.

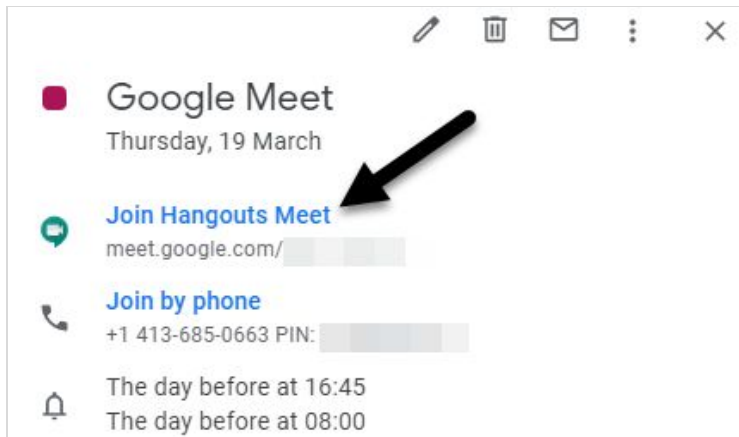


2. You'll be taken to the Google Meet waiting area.

Joining from a Google Calendar Invitation

If you use Google Calendars, the event may have been added to your Google Calendar. You can join by following the steps below:

1. Go to your Google Calendar.
2. Open the Google Meet event.
3. Click **Join Hangouts Meet** and you'll be in the Google Meet waiting area.

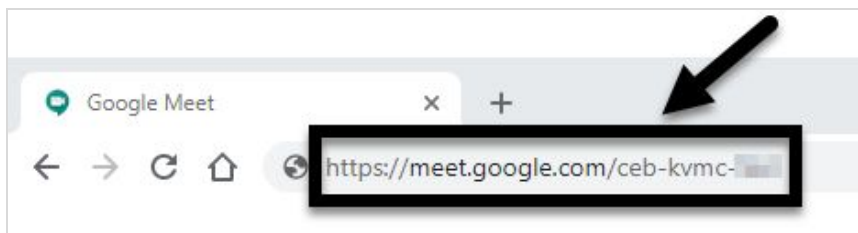


[Watch the video to see how to join from Google Calendar](#)

Joining using the Meet Link

If you aren't added to the guest list by the Google Meet organizer, you may still be able to join. You just need the link to the Google Meet.

1. Launch your browser.
2. Paste the Google Meet link into the address bar.

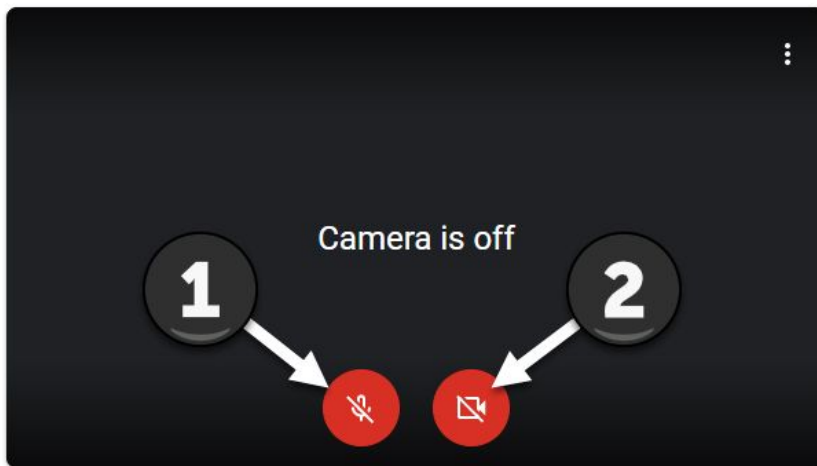


3. Press **Enter** on your keyboard to arrive in the Google Meet waiting area.

In the Meet Waiting Area

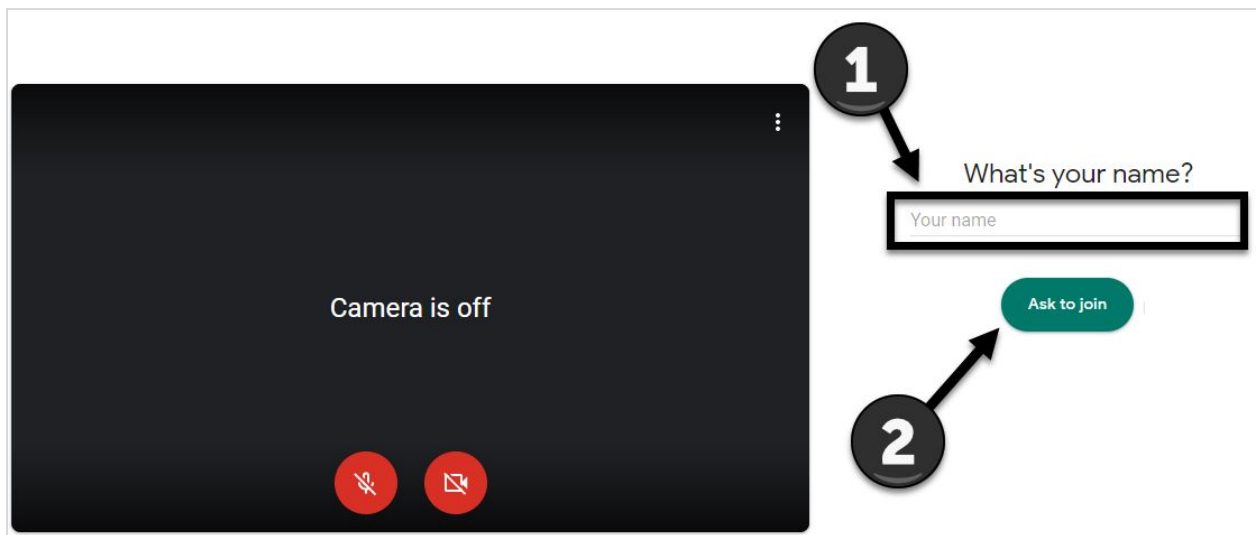
Before you enter the meeting, you will land in the “waiting room”. The screen will look slightly different depending on how you are joining.

1. In the waiting room, you can turn your camera and microphone ON or OFF (#1 and #2).

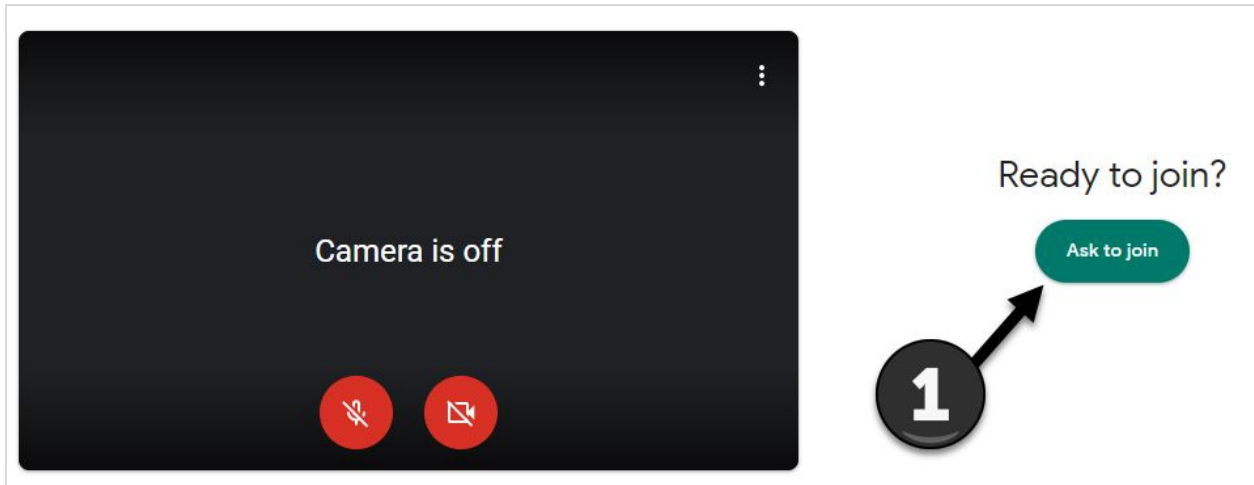


2. Then depending on how you are joining, you'll need to do one of the following:

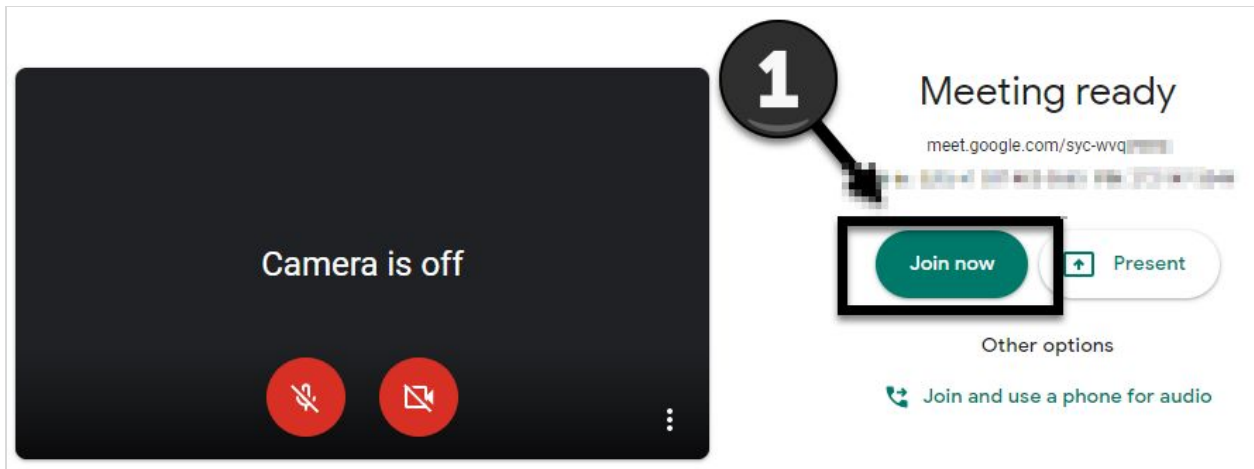
If you are **not** signed into a Google account, type in your name (#1) and click **Ask to join** (#2)



If you are signed into a personal Google account, click **Ask to join** (#3 below).

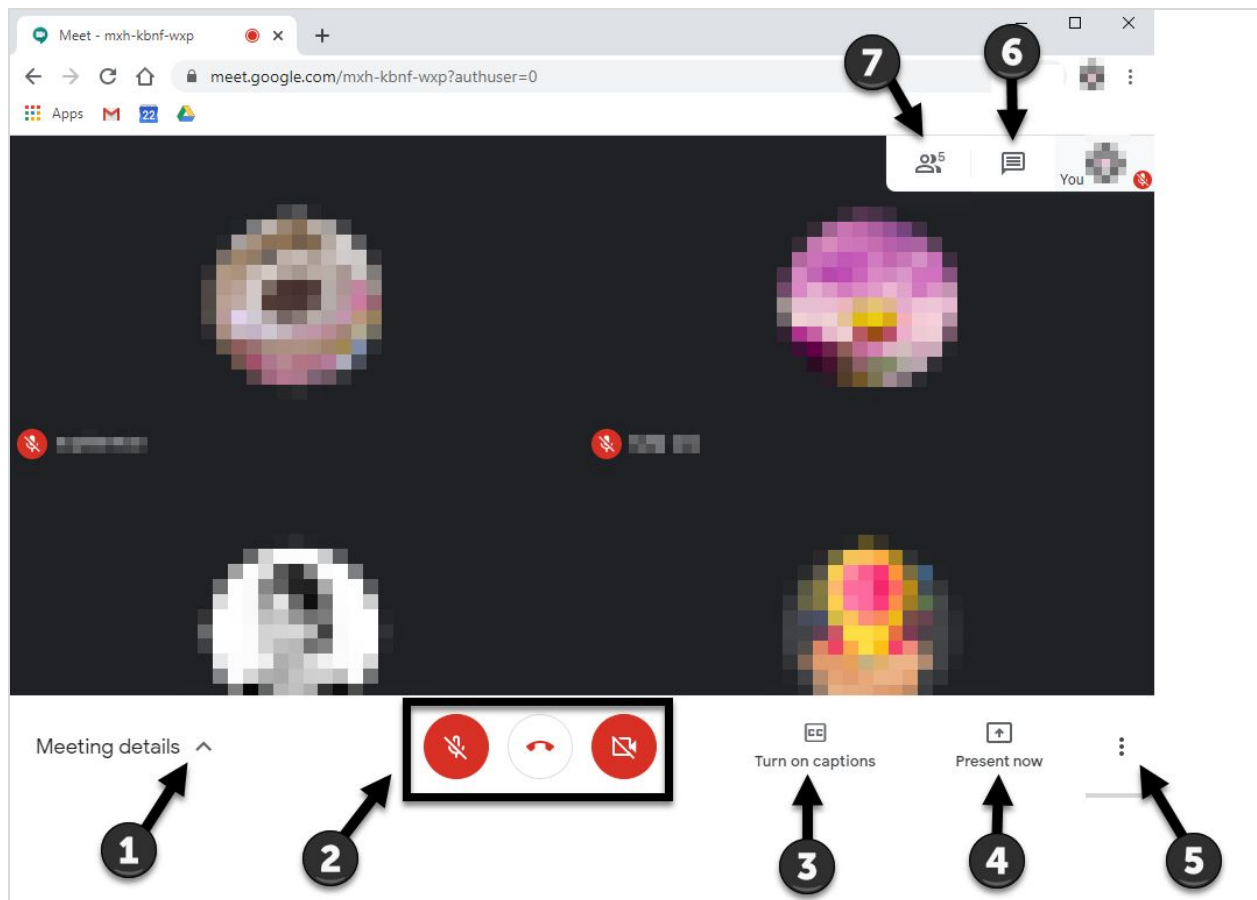


If you are signed into an OCDSB Google account, you click **Join now** (#1 below).



Inside the Meeting

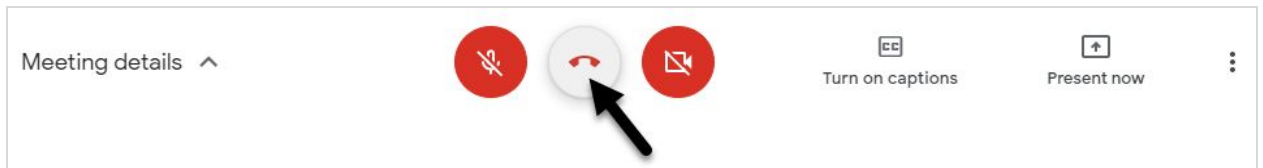
Once you've joined the Google Meet, you'll see a screen similar to this:



1. **Meeting details** show the joining information for the Meet
2. Controls to mute/unmute your mic, leave the Meet and turn on/off your camera
3. Turn on **captions**
4. **Present now** (may or may not be visible) to share your screen
5. Click this icon to view additional **settings** (e.g. audio inputs) and **change your view**
6. Open the **chat** to be able to type messages to the group.
7. View a list of the other **participants** in the Meet.

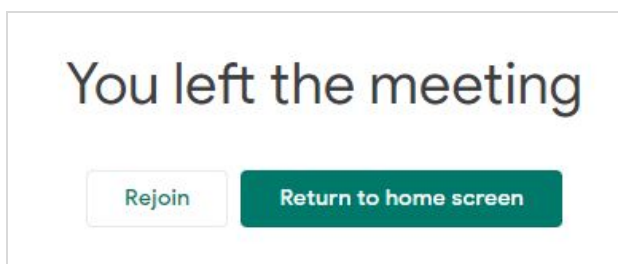
Leaving the Meeting

1. When the meeting has finished, click the phone button.



You are now disconnected from the meeting.

2. Once you leave the meeting, you have the options to **Rejoin** the Meeting or Go back to Google Meet homescreen.



Google Meet Etiquette

- Be present and pay attention.
- Set up in a private and quiet space.
- If possible, turn on your camera. It's helpful to see each other when interacting.
- Mute your microphone and only unmute when it's your turn to speak
- Don't take pictures or screenshots of attendees

Related Resources

[Troubleshooting Audio and Video in Google Meet](#)

[Tips for Hosting School Council Meetings using Google Meet](#)