

GOOGLE MEET – Tips & Tricks

To join your Google Meet KFPA event, locate the meeting link URL sent to you in the [email invitation](#). Click on the Google Meet URL and wait for the host to admit you to the session.

- o If this does not work, click [here](#) and paste the invite link in the **Enter Meeting Code** box and click on **Join**.

Fifteen minutes **before** your event, review the computer settings listed below. Open the meeting link and adjust your camera and mic settings in the **lobby area**.

❖ Browsers supported by *Google Meet* – [Google Chrome](#), [Firefox](#), [Safari](#), [Internet Explorer](#) and [Microsoft Edge](#).

❖ **Desktops and Laptops** – No additional software download required

Mobile Devices – If you are using a mobile device running Android or iOS, visit the App Store or Play Store to download *Google Meet*. *Note: *Google Meet* is called *Hangout Meet* on Androids

Phone – Locate the phone number provided for your Google Meet in the email invitation. Dial the phone number and when prompted, enter the PIN provided, tap the # button.

❖ **Audio/Visual Optimization**

Check to ensure the network you are using is high-speed and can support the call. To conserve bandwidth and improve audio/video quality, consider the following:

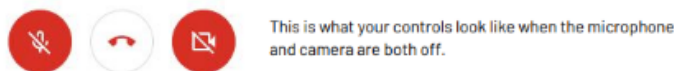
- Change to a lower screen resolution setting (especially for weak wi-fi connections).
 - o During a *Google Meet* call, click the **More** icon and then **Settings**. Then select the **Video** tab on the left.
 - o Select **Standard Definition (360p)**
- Too many tabs and open applications can cause poor video quality. **Close non-essential tabs and other apps**.
- **Turn off or relocate** mobile devices that are near your computer.
- If you are using a **VPN**, attempt to **disconnect from it** (a VPN routes traffic through an additional network location and may delay video transmission).
- *Google Meet* can filter out sounds that are not voices. To turn this feature on select the 3 dot **Settings** menu, choose **Audio**, and enable **Noise Cancellation**.

❖ **Preview your video quality and troubleshooting**

Before you join, use the lobby self-check to preview how you'll appear in the meeting and check how your audio sounds to others.

Make sure your **audio** and **camera** are on by using the microphone and camera icons along the bottom of your screen.

1: Microphone Controls: Grey is on. Red with a slash is mute/off. Please mute when not speaking.
2: Camera Controls: Grey is on. Red with a slash is off. If your connection is weak, try turning your camera off. You can still hear and see. The rest of the group cannot see you.



Google Meet needs permission to use your camera and microphone in Chrome. You will be asked to allow the first time you join a *Google Meet* video.

meet.google.com wants to

Use your camera

[Block](#) [Allow](#)

If you accidentally deny the system during this step, visit the [Google Meet website](#), click the **New meeting button and select **Start an Instant Meeting** from the menu that pops up. In the address bar on Chrome, click the **Camera Blocked** icon. Click **Always Allow https://meet.google.com** to Access Your Camera and Microphone. Click **Done**. Refresh the webpage. You will be taken out of the meeting and back to the **Ready to Join?** Screen. On this screen, you will be able to see if your camera and microphone are working by clicking on the **Check Your Audio and Video** button. Doing so will take you through the steps

necessary to test your microphone and webcam by recording a short clip of you talking. If your hardware tests well and you are happy with the quality of the clip, you can click the [Join Now](#) button on the [Ready to Join?](#) screen to join the event.

- If you cannot be heard in a meeting, make sure your mic was not muted when you joined the meeting.
 - To unmute your microphone on a Windows device:
 - Open the [Sound](#) settings and click on [Recording](#).
 - Double-click the microphone.
 - Select [Levels](#).
 - Check that the microphone is on.
 - To raise the volume, move the volume slider and click [OK](#).
 - To unmute your microphone on a Mac device:
 - Go to [System Preferences](#) click [Sound](#) and [Input](#).
 - Make sure the microphone is on.
 - Raise the volume with the volume slider.


❖ [Change your Google Meet Display Name](#)

- You will need to change your display name in Google Meet so the adjudicator can identify you. To change your name, you require a Google account.
 - Open the Chrome browser. In the upper-right corner of the browser window, click the 3 vertical dots.
 - From the drop-down menu, click on [Settings](#). This will open a new page.
 - Find [Manage Your Google Account](#) and select it; again, a new page will appear.
 - On the left menu, click on [Personal Info](#) and a new page will appear.
 - Click on the [Name](#) field. You may be prompted for your password. Re-enter it.
 - Change the [First Name](#) and/or [Last Name](#) field to what you would like to use.
 - Click the [Save](#) button at the bottom of the page.

❖ [Meeting View](#)

- To change your Layout during a meeting, click the **3** vertical dots then [Change Layout](#). Select one of the available view types below.
 - [Auto](#) – Allow Google Meet to choose the layout.
 - [Tiled](#) – All participants appear in large tiles on the screen.
 - [Spotlight](#) – the current presentation or active participant will fill the window.
 - [Sidebar](#) – The active participant or presentation is shown in a large view, with additional participants shown to the side.

❖ [Raise or Lower Your Hand](#)

- To [raise your hand](#) – Scroll to the bottom of the screen, click the Hand raise icon. 
- To [lower your hand](#) – Scroll to the bottom of the screen, click Lower hand icon.