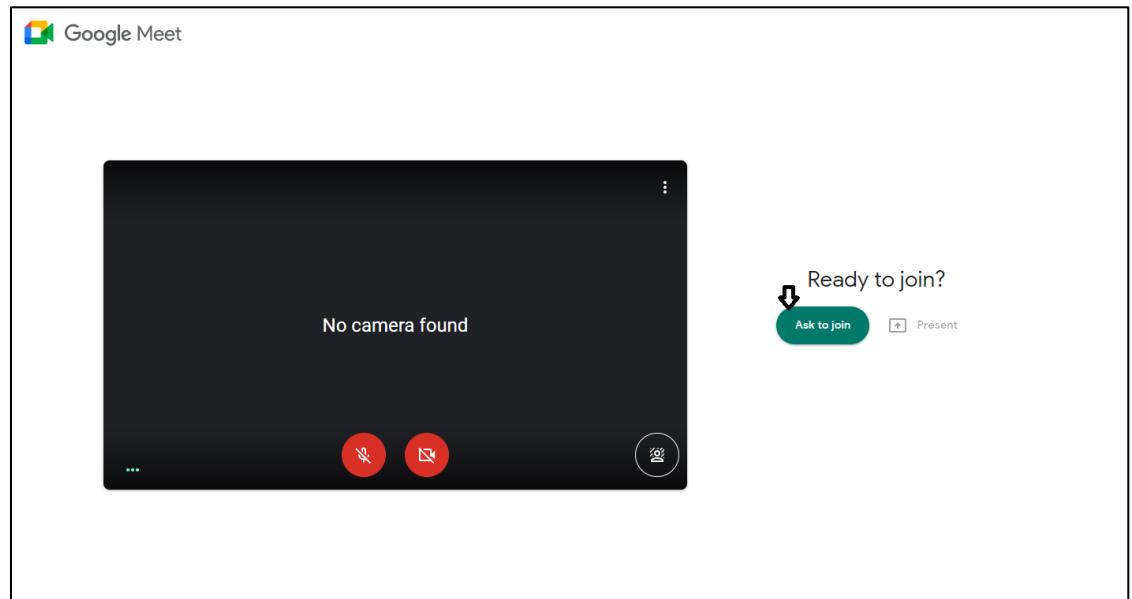




GOOGLE MEET GUIDE

How to Join a Meeting

1. Click on the meeting link sent to your registered email-id to instantly join or type in the meeting code on <https://meet.google.com>
2. Allow access to camera and microphone
3. Next step is to click on Ask to join button as shown in the image below. Then you will be admitted in to the Google meeting



4. To view a specific participant, pin them to your screen. On the "People" tab, next to a participant, click on Menu ⋮ and click on Pin to screen 📌.

For joining meeting in your smart phone

1. Click on Google meet invitation link sent to your registered email id.
2. If Google meet app is already there in your phone, then it will redirect to the app.
3. If not it will redirect to the browser same as desktop/laptop.
4. If you want to download Google meet, please go to your mobile play store and search for Google meet.
5. Then click on Install
6. And then login through your Gmail id.

How to Leave a Meeting

1. Press the  symbol to exit
2. Click Rejoin to reenter

How to Chat in a Meeting

1. Press the  symbol in the upper right-hand corner
2. Type in the chat box below
3. Messages will appear on all participants' screens

Some protocols:

1. Please make sure that your Desktop/Laptop/Mobile is in good working condition. Also check your speaking and hearing devices such as head phone, mic and camera (if used) are properly working so that you won't be having any problems during the workshop
2. While in the meeting, kindly mute your mic and camera (audio and video) so that the trainer is not interrupted in between the training session.
3. If any doubts during the session, kindly note down and clarify at the end of session/class.
4. **During the ongoing class/session, kindly don't present your screen by clicking on "Present Now" as it causes disturbance to everyone present in the meeting.**