



ACRES

Adult Learning
Adult College for Rural East Sussex

How to use Google Meet to join an ACRES online class.



What is Google Meet?

Google Meet is a video conferencing app. This means that you can see, hear and talk to your Tutor and your fellow students via the internet. It is simple to use.

Before you start ...

<u>Equipment:</u> You will need your laptop, phone or tablet and wifi to link to the internet.	<u>Background:</u> Be aware of what is in the background of your shot as everyone will be able to see it.
<u>Lighting:</u> Try to use daylight to naturally light your face, if this is not possible use a lamp and place it on books behind your laptop.	<u>Audio:</u> Make sure your microphone is switched on and is quite loud so that your tutor can hear you.

How do I load Google Meets?

★ If you have a Google email address:

Key in the URL www.google.co.uk

Then choose one of the following ways to log into Google Meets.

1. Via waffle iron, the Meets Icon
2. Via your Google Calendar
3. Via email link, which ACRES will send to you.

★ If you don't have a Google email address, you will need to click on the link inside the email that ACRES will send to you and it will automatically take you to the Google Meet Session.

The email will contain the date and time of the meeting as well as the link to the Google Meet Session.

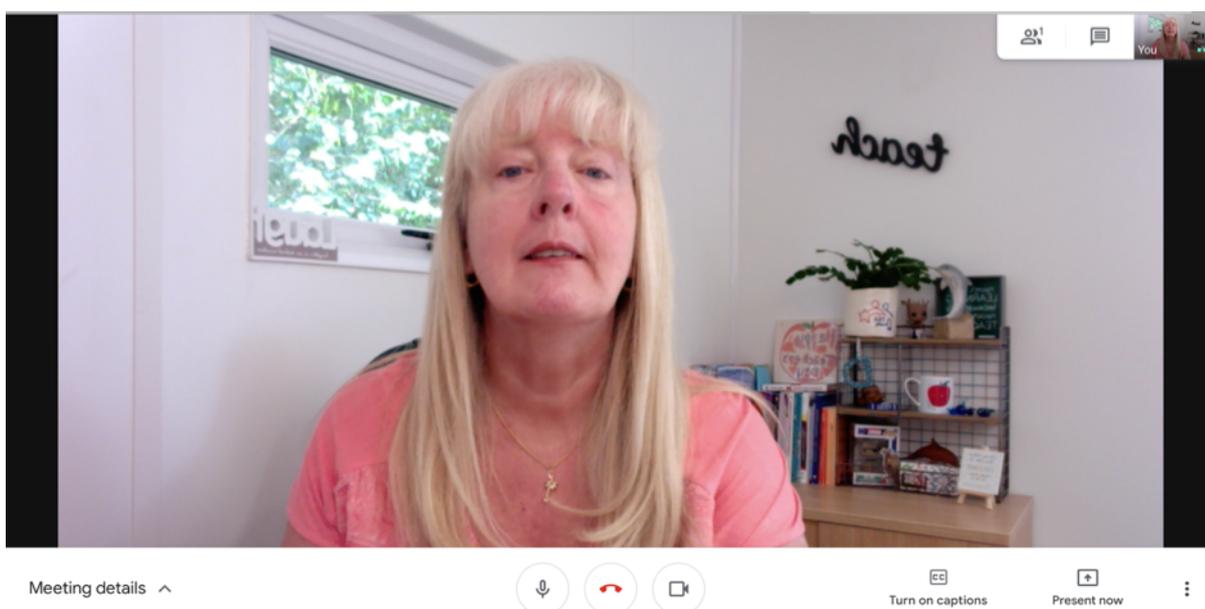
Log In

Log in and first thing Google asks for, is access to your camera and microphone – agree to this so that your tutor can hear and see you. However, if you prefer not to be seen, only give access to your microphone.

The Google Meet's screen

Join Now

Click Join Now, you should see a picture of yourself, as shown below if audio and camera are working.



Please note that you may have to 'wait' in a waiting room until your tutor allows you to 'enter' the class. Google will automatically send your tutor a reminder that you are waiting.

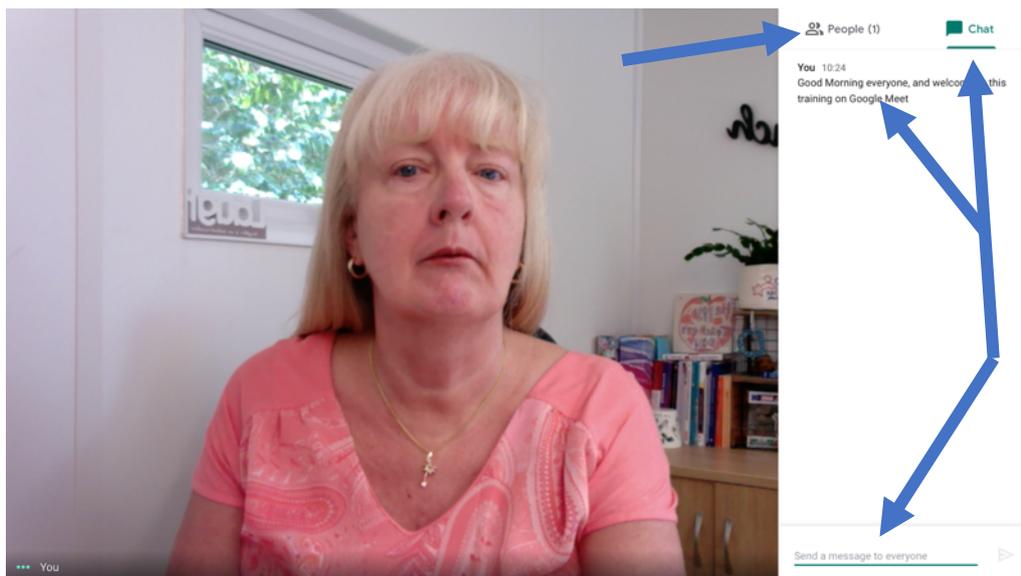
When you go into the webinar, ensure that the left and right buttons on the screen at the bottom are live and not with a line through them denying access. Warning: the phone symbol will exit you from the meeting.



If you have trouble hearing your tutor, try holding down the **Ctrl key and the 'd' key**. This is a toggle switch which turns the microphone on and off.

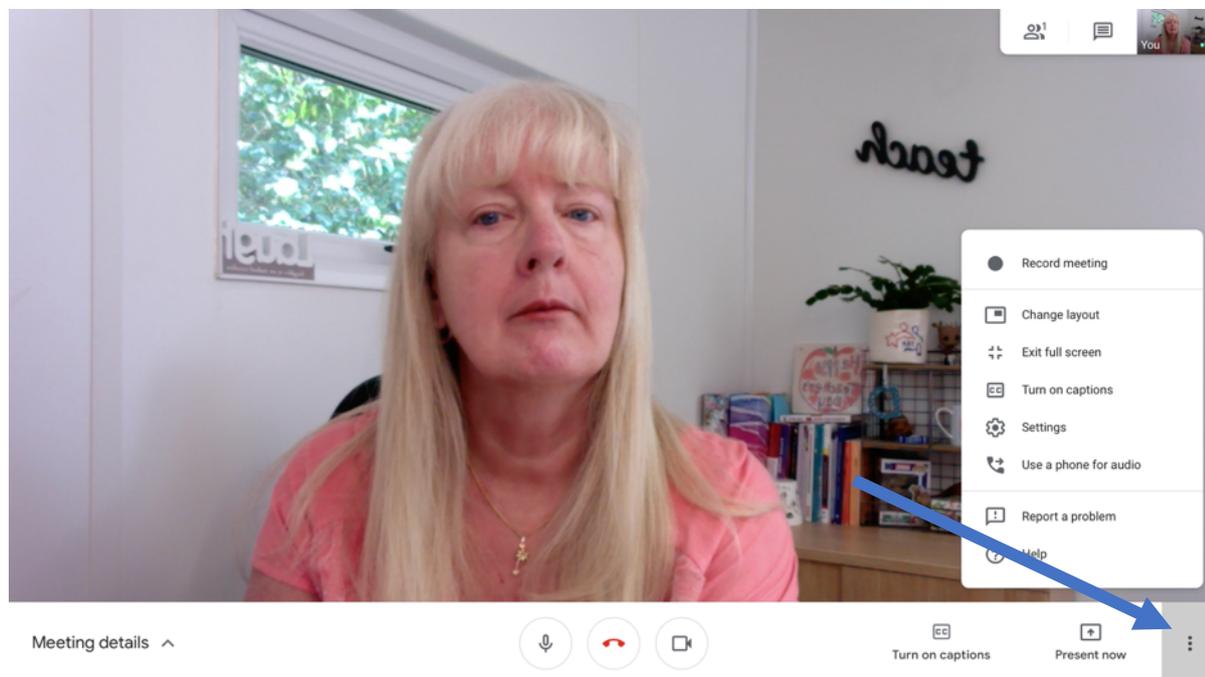
Chat box

The chat box is where you can comment and ask questions during the Meet. The chat box is at the top right of your screen. Click on the Icon and the Chat box will open down the right hand side of your screen. You can type in the bottom of the box as shown in the box below.



More Options

At the bottom right of the screen are 3 vertical dots offering More Options as shown. There are some useful options for you to consider:



Turn on Captions

This is a useful feature as it allows what has been said to turn to writing. It is not 100% accurate but you will need to turn this on to get it to work. You can also use the Turn on Captions at the bottom right of your screen. This does the same thing. Again it is a toggle switch and you need to click on it to turn it on and off again.

Settings

There are two tabs here under settings:

- **General** - Here you can select the camera, microphone, and speakers you want to use. You can also test them to make sure they are functioning correctly.
- **Network** - Here you can choose between High Definition (720p) or Standard Definition (360p) for your Send Resolution (maximum) and Receive Resolution (maximum). Basically, use high def when you have a good internet connection and standard with a slower connection.

To Leaving the meeting

To leave the meeting just click on the red phone at the bottom centre of your screen.

Exit Screen

You will then see this Exit screen.

