



Staying in
touch with
friends and
family using
Google Meets

Apple® macOS®

Microsoft® Windows®

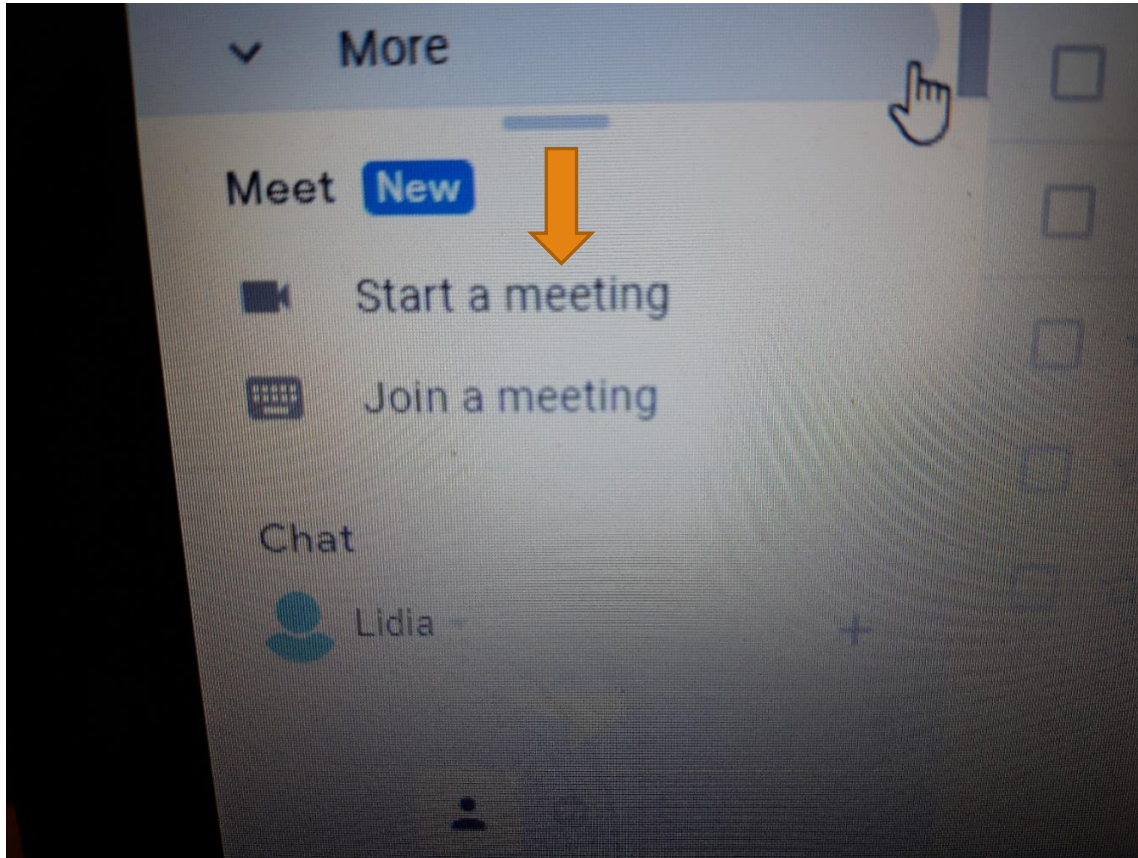
Chrome OS

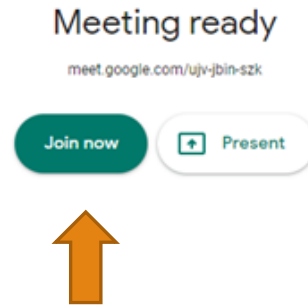
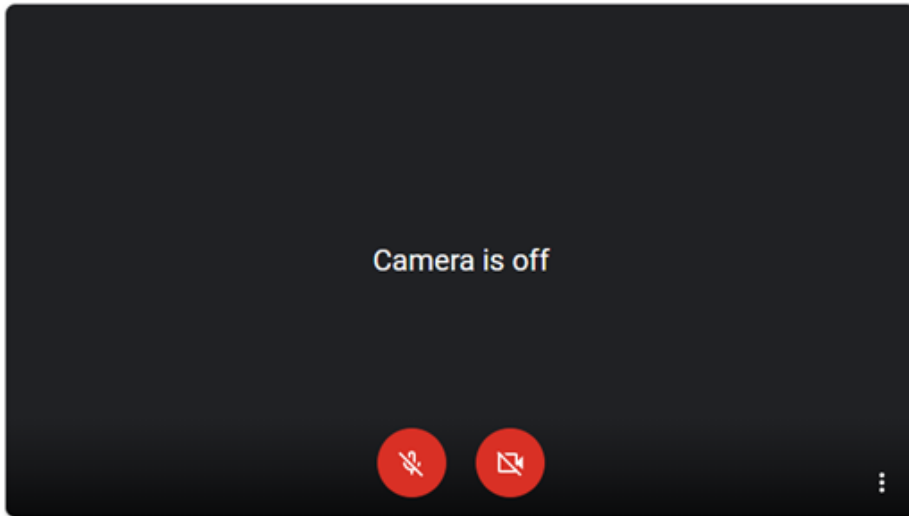
Ubuntu® and other Debian-
based Linux® distributions

Supporting
systems

Starting Google Meets

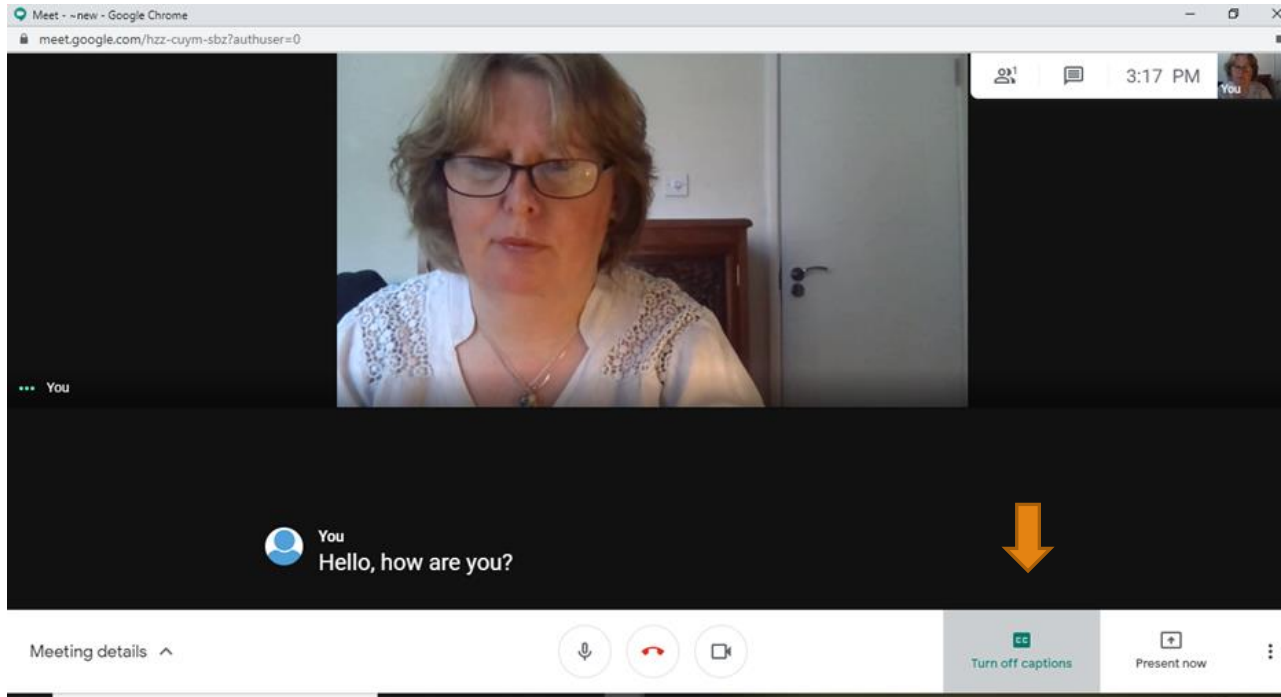
- 1. Set up a Gmail account.**
- 2. To start spontaneous meeting in Gmail.**
 - Open Gmail... Meet... Start a meeting
 - Once open, you will be given a link to share with others
- 3. To set up a meeting ahead**
 - Go to Google Calendar
 - A link to share with others will be generated





Joining the meeting

Click **Join now** as arrow indicate



Participating in the Google Meets

Click on **CC** under arrow to activate automated captioning

1. The Chair / moderator will lead the meeting and gives floor to each of participants
2. Establish rules of engagement at the beginning. Raise your hand visually or type in chat box “floor please” - The moderator will monitor chat and let chair know.
3. Use chat box – for clarifications when captioning gets it wrong and to alert others if you experience problems during the meeting
4. Keep your microphone muted all the time. Only unmute when it is your turn. (click microphone icon to mute/ unmute)
5. If your video is not working or you missed your turn, use chat facility.
6. Once it is your turn, unmute yourself and speak clearly
7. Keep your question/ talk short, to allow everyone to have their say
8. Once you finished, mute yourself again to avoid unnecessary background noise

To help everyone feel included, follow this simple guidance for group meetings.

