



Google Meet

# Google Meet – How to Guide for Students and Parents



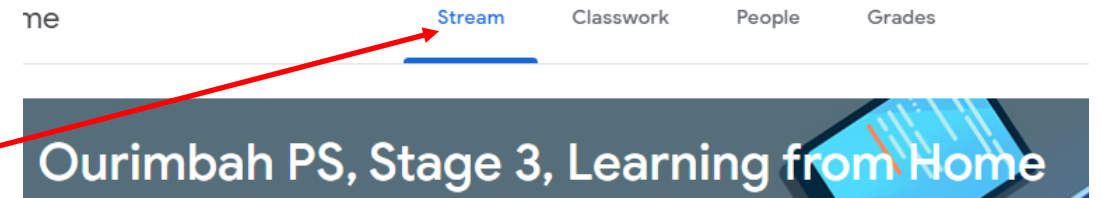
# Google Classroom

Go to your Ourimbah Public School, Stage 3, Google Classroom Account.

Click on Stream above the banner at the top.

You will see the Meet Link in the banner, underneath the Class Code.

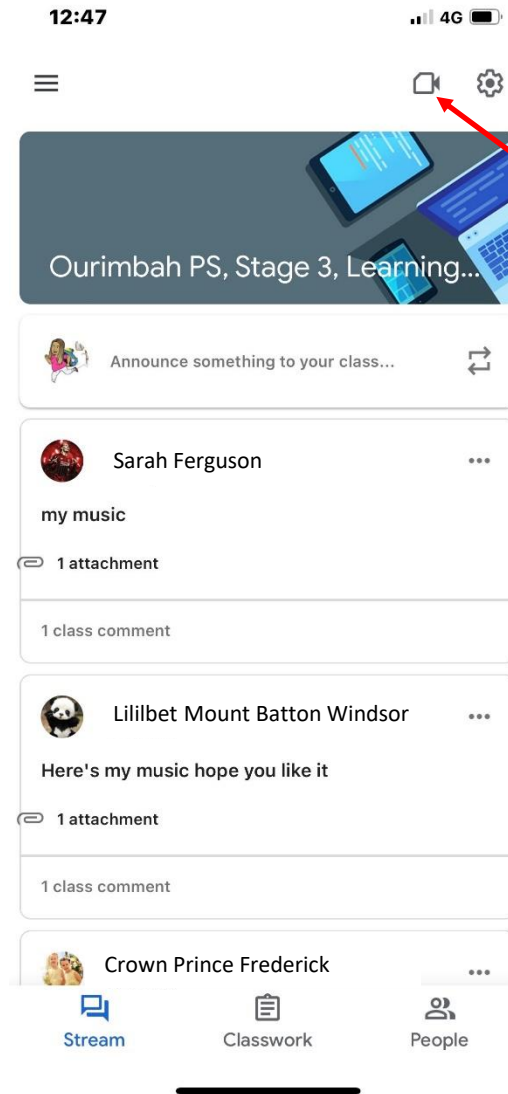
This is an example of what it looks like:



**Note: You won't normally see the Meet link. You will only see this approximately 10 minutes before the meeting begins.**

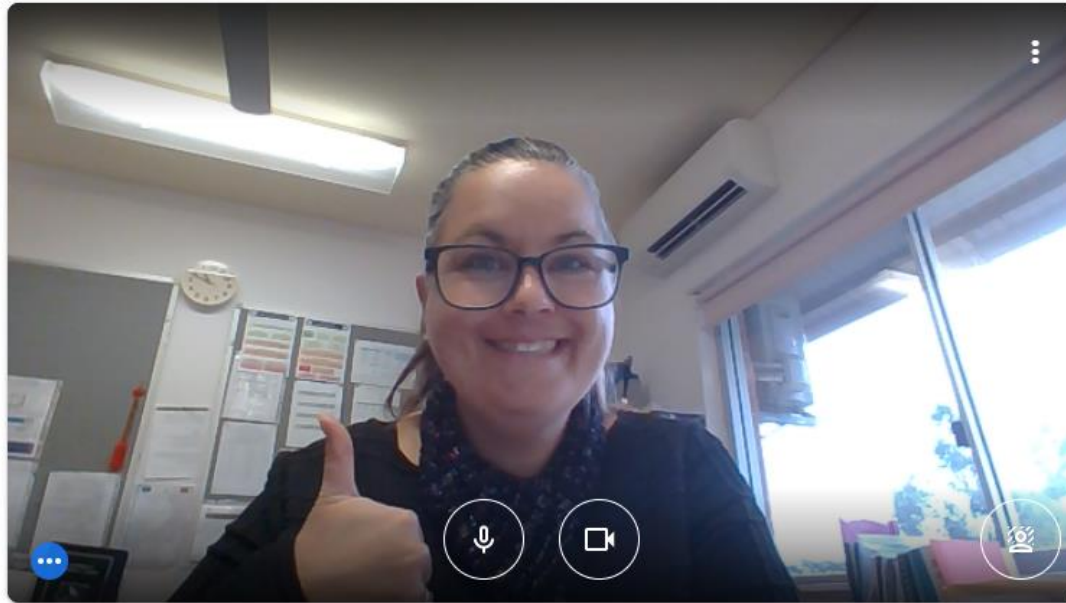
# STUDENT VIEW TABLET/PHONE


This is what your screen will look like on a phone or tablet.



Click on this video icon to access Google Meet

Once you have clicked on the Meet link or video camera icon you will see the screen below. Except you will see yourself, not Mrs McLean.



 Check your audio and video

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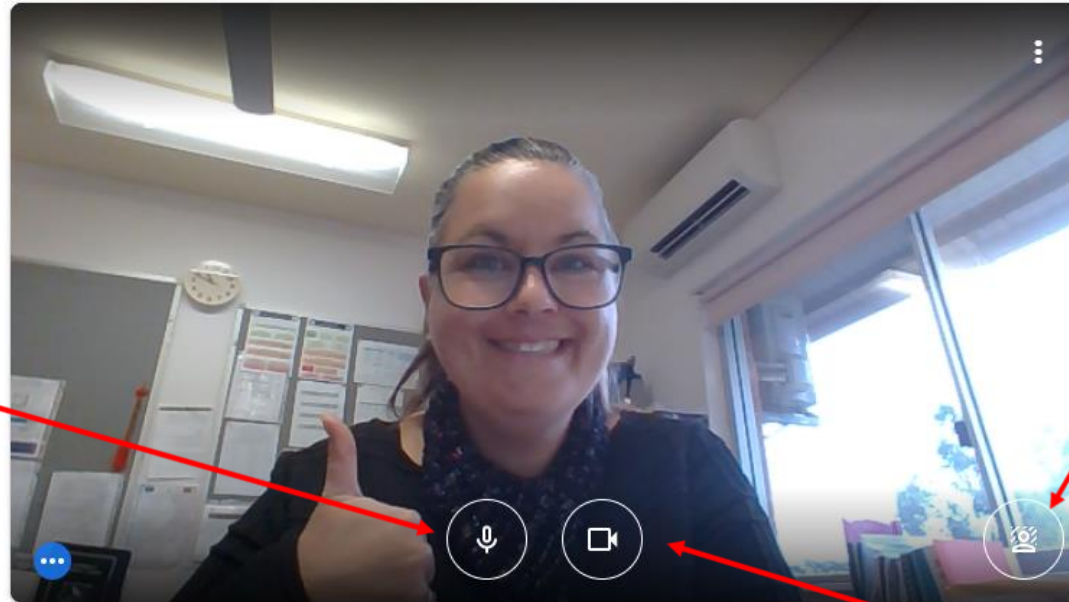
No one else is here

Join now

 Present

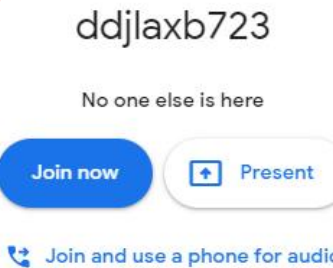
 Join and use a phone for audio

When you join the meeting, your microphone and video should be off. You will have to click on the below microphone and video buttons to turn them on. **Only do this once your host teacher tells you to.**



Turns microphone on/off

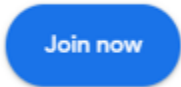
Change background. This will make sure no one can see what's going on behind you.



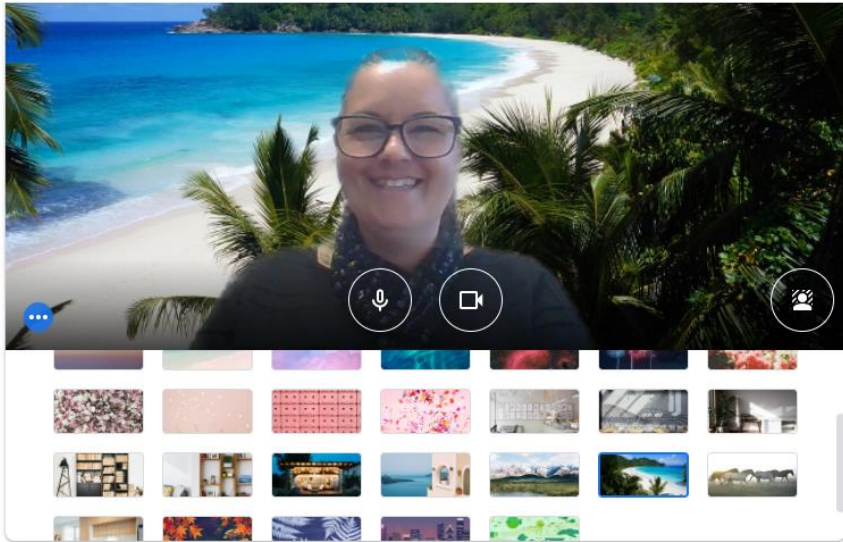
Turns video camera on/off

Check your audio and video

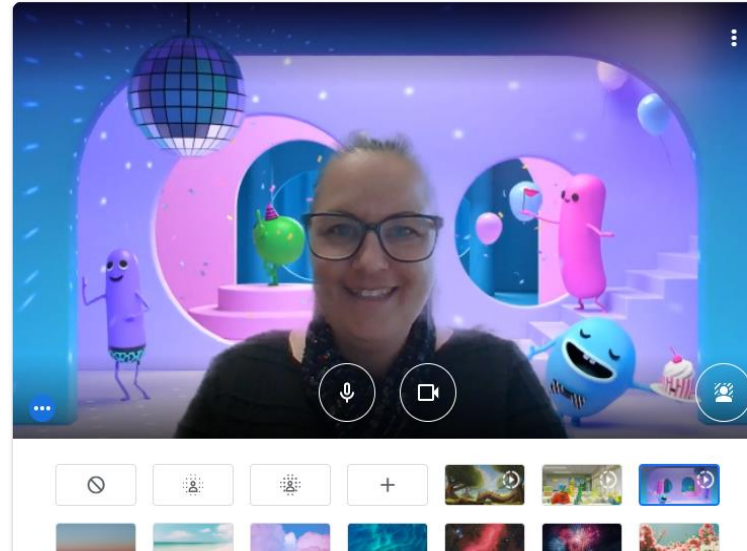
Click:



Meet



Meet



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No one else is here



Join and use a phone for audio

ddjlaxb723

No one else is here



Join and use a phone for audio

You will now be in your meeting. Enjoy!