Let people know if you will attend by clicking “Yes”, “No” of “Maybe”.

Click the link to join the video call.

Telephone number and pin are also available to dial in.
Joining a Google Hangout from the Google Calendar.

Click the event once to view details in the pop up window.

Click the link to “Join Hangouts Meet” to join the video call.

Use this information to join by phone.
Click to mute your microphone before joining the meeting. Keep your mic muted unless you are speaking. This prevents sound problems.

Click to mute your camera if needed. The best practice is to keep your camera on while you are in a meeting unless you have to step away.

Check your video image here. Adjust your camera so your face and shoulders are in the window so others can see you clearly.

Click to join the video call. No one in the meeting can see you until you click here.

To present your screen or browser window in the meeting click here. You can also do this after you join the meeting.
To mute & unmute your microphone click the mic button.

To mute & unmute your camera click here.

To hang up & leave the meeting click the image of the telephone handset.

To view cameras of other attendees, click here.

To view automated captions of the call, click this button.

To view options & settings click these three dots.

To view the chat message window click here.

To share files and web browser content click “Present now”.

To view the video images of all participants, click here.

To view chat messages, click here.

To send a chat message to the group, type it here and press the return key.