GOOGLE MEET F.A.Q.

(Please make sure to set up and test Google Meet prior to the session if you have never used it before. Arrangements can be made for an individual test meet and technical help session via phone to be set up in advance.)

SETTING UP YOUR DEVICE

Participants can use a computer (easiest set up), tablet or phone to access Google Meet, but any of these options must include video capability to fully engage in the workshop.

<u>COMPUTER:</u> If participants are using a computer, they do not need to download anything to access the meeting and should be able to do so without a google account either. They must use a supported web browser (Chrome, Firefox, and Safari). Chrome is recommended.

<u>TABLET OR SMARTPHONE:</u> If participants are planning on using a tablet or a smartphone, they will need to **Download the Google Meet Application** and will need a **Google Account (i.e. Gmail Address)** to log in.

Links to Download Google Meet Application:

Link to Android App:
https://play.google.com/store/apps/details?id=com.google.android.apps.meetings&hl=en_US

Link to App Store: https://apps.apple.com/us/app/google-meet/id1013231476
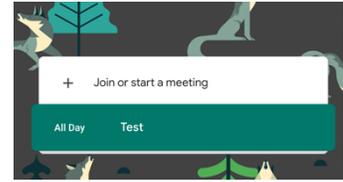
JOINING THE VIRTUAL SESSION

Participants will all be emailed a calendar invitation for the Virtual Workshop with a link to join the Google Meet session.
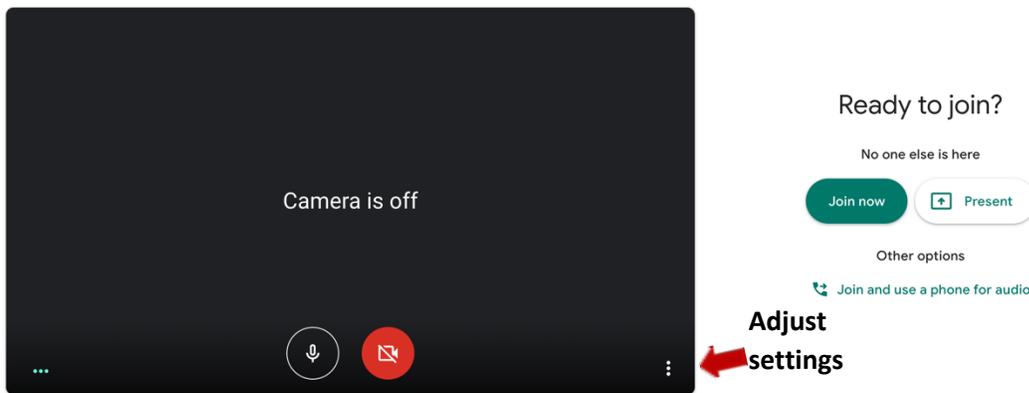
I.	To Join a Meeting (choose 1 of the following):

A.	Visit meet.google.com, and select a scheduled meeting

B.	Open the meeting invite in your Google Calendar and click Join Google Meet.

II.	The "Ready to join?" window opens.

A.	If necessary, adjust your camera and audio settings by clicking the three vertical dots in the bottom right > settings > and then switching or testing your camera, mic, and speakers. Click "Done" when you're satisfied.

III.	You're returned to the "Ready to join" window. Click "Join now."

IV.	Once in the meeting, you'll want to be familiar with the below tools, so you can adjust them during your meeting, if necessary:
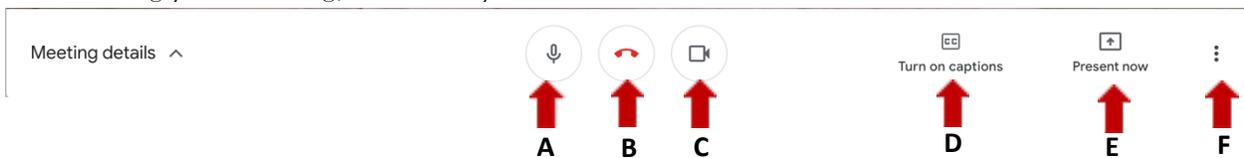

A.	**Mic/Video:** Enables you to mute/unmute your microphone and camera, respectively.
B.	**Leave call:** Enables you to leave a meeting, or, as the host, to end the meeting for all.
C.	**Captions:** Enables real-time automatically generated captions.
D.	**Screen sharing:** "Present Now" enables you to share a screen or window with participants.

E.   **More options:** Allows you to change the layout of the Hangouts/Meet windows, switch to full screen mode, turn on the Live Captions feature, or click settings where you can flip to a different microphone or camera.

V.   At the top of the screen, the following tools are also available:
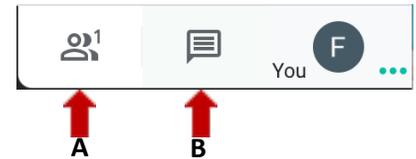
A.   **Chat:** Enables participants to type and view quick notes to others.

B.   **Participants:** Allows participants to see who is in the meeting (and the host may mute one or more of the participants mics/cameras, here).

1.   **Pin Feature:** If you click on the participants button, you will see a list of who is in the meeting. If you click on one of the screen a "pin" icon shows up and you can "pin" a person's video to your screen so that it remains the focus even when others are speaking. **It is helpful to "pin" the instructor's screen.**
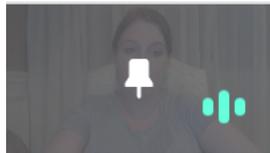
TEST SESSIONS

All participants are invited to utilize two test Google Meet sessions to check their connection prior to the workshop. These sessions will be held on the Wednesday prior to the workshop.

First Session: 1PM – 2PM - https://meet.google.com/ieg-kgdz-wrd

Second Session: 6PM – 7PM - https://meet.google.com/zun-fzch-xmi

The meetings will be live the entire hour, so you can pop in whenever your schedule allows.

If you do not set up your connection prior to the meeting and you cannot log in day of, we are unable to hold the workshop for you. The workshop will start promptly at 9AM and minimal technical assistance will be available at this time. Please take advantage of test sessions prior to the workshop! If neither session works for your schedule, please contact Faith McCarrick at famccarrick@historicsugartown.org to set up a private session.

SPECIAL INSTRUCTIONS FOR WORKSHOP

1.   Instructor would like the participants to remain unmuted for the majority of the workshop so that he can ask questions and get responses.
2.   If you can try to point your video at your book, that is very helpful for the instructor.