

# Instructions for using Google Meet

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## Introduction

This guide will help you to use Google Meet effectively to communicate with your language school online and participate in class sessions.

## Installation and access to Google Meet

### 2.1 Access to Google Meet

You can use Google Meet via a web browser or the Google Meet app on mobile devices. Open a browser and go to <https://meet.google.com> or download the Google Meet app.

### 2.2 System requirements

Make sure that your device has a stable internet connection and a current version of a supported browser (Chrome, Firefox, Safari or Edge).

## Login to Google Meet

### 3.1 Using a Google account

Sign in with a Google account. If you do not yet have a Google account, create one at <https://accounts.google.com/signup>.

### 3.2 Registration process

Enter your Google e-mail address and password and click on 'Sign in'.

### 3.3 Resetting the password

If you have forgotten your password, click on 'Forgot your password?' and follow the instructions to reset your password.

## Establish a connection with the language school

### 4.1 Using the meeting link

Your language school will send you a link to join a Google Meet meeting. Click on the link or enter the code directly on the Google Meet homepage.

### 4.2 Confirmation

Click on 'Join' to join the meeting. Make sure that the camera and microphone are activated if necessary.

## Participation in online lessons

### 5.1 Meeting overview

After joining, you will see all participants in the main window and can see and hear your teacher and classmates.



## 5.2 Meeting functions

Use the microphone and camera icon to mute yourself or switch the camera on/off. Use the chat icon to send messages and the screen share icon to share content.

## 5.3 Reactions and hand raising

Use the reaction functions to give non-verbal feedback or raise your hand if you have a question.

## Communication and collaboration

### 6.1 Chat messages

Use the chat to send messages to participants without disturbing the ongoing conversation.

### 6.2 Sharing files

Send links to files in the chat or use Google Drive to share content for lessons.

## Adjust settings

### 7.1 Audio and video settings

Customize your camera, microphone and speaker settings in the settings menu available through the three-dot menu.

### 7.2 Customizing the layout

Customize the layout of the participant view by switching between 'Tile view', 'Sidebar' or 'Spotlight'.

## Support and help

### 8.1 Help within Google Meet

Use the help menu within Google Meet for tips and answers to frequently asked questions.

### 8.2 Contact with the language school

If you have technical problems, please contact your language school's support team directly.