

# Google Meet Basics

Need help with accessing features in Google Meet? Use this resource for some quick tips!

## Google Meet Tips:



## Audio & Video Troubleshooting Tips:

### Camera Facing the Wrong Way on a Chromebook in a Google Meet?

1. Click on the three dots in the bottom right corner of the Google Meet screen to open the menu.
2. Select Switch Camera.

### No Audio/Video on a Chromebook in a Google Meet?

1. Click on the tray in the bottom right hand corner.
2. Check the volume is not muted and turned up to an appropriate level.

## Joining a Meeting:

1. Go to <https://meet.google.com/>
2. Click on "Join or start meeting"

Tip: in the upper right-hand corner, your child will know if they are logged in with their BCPS credentials if their initials show up in the circle!

3. Type in your class meeting code provided by your child's teacher

Learn how to schedule a meeting Continue

### Looking to Control your Audio/Video on a Chromebook in a Google Meet?


Dedicated Browser Keys	Keyboard Shortcuts
<p><b>Mute/Unmute</b></p> <p><b>Increase Volume</b></p> <p><b>Decrease Volume</b></p>	<p><b>Ctrl + D</b> mutes and unmutes microphones in Google Meet</p> <p><b>Ctrl + E</b> turns your camera on and off in a Google Meet.</p>

### Trying to Adjust the Audio Settings in a Google Meet on a Chromebook?

1. Use the three dots in the bottom right corner of the Google Meet screen to open the menu.
2. Select Settings
3. Others not hearing you? Click the Audio tab to check that the correct microphone is selected. *If you are not using a headset or other microphone it should be set to Default-Built-in mic.*
4. Are you unable to hear others? Repeat with the Speaker drop down. *This should be set to Default-Speaker, unless you are using headphones.*
5. If others cannot see you, repeat steps with the Video tab.

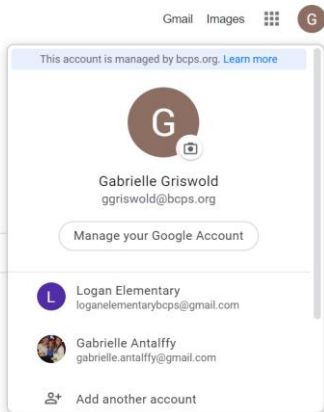
Flip over for tips on how to log into Google with your child's BCPS credentials. This is needed in order to join meetings in Google Meet! →

## Logging into Google with BCPS Credentials:

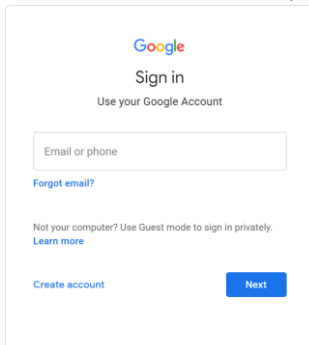
1. Click on the Chrome browser 
2. Go to the upper right-hand corner and click on the circular symbol



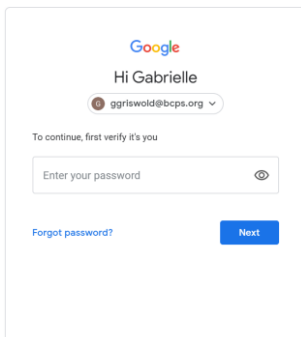
3. Once you click on the symbol, click on "Add another account"



4. Enter your child's BCPS username. Be sure to put @bcps.org AFTER their username (example: [GGG111@bcps.org](mailto:GGG111@bcps.org))



5. Enter your child's password.



Now you will be signed in with your child's BCPS credentials!

For a very helpful video tutorial, check out the link:

<https://youtu.be/PAdCaG6G2eE>