



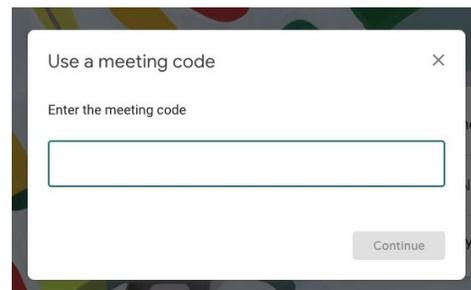
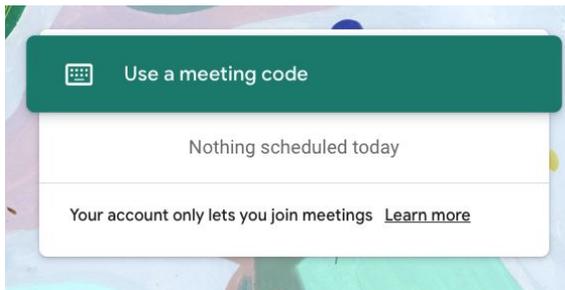
## How to Join a Google Meet from a Link For Parents and Students

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**Step 1:** Go to [meet.google.com](https://meet.google.com)

**Step 2:** Sign in to your students.berkeley.net account. Anyone signed in through a different account will not be admitted into a Google Meet. Look in the upper right hand corner to sign in.

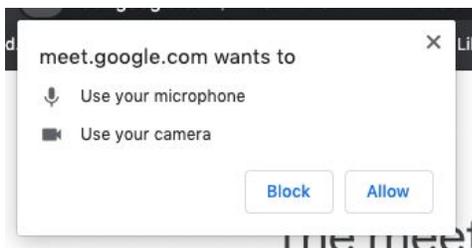
**Step 3:** Click on "Use a Meeting Code."



**Step 4:** In the window, enter the meeting code that your teacher provided. It will probably be a random string of 10 letters, but it may also be a meeting nickname.

Make sure it is the time the teacher posted. If you arrive early you will see a message that the code doesn't work.

You will see a pop up window asking to use your camera and microphone.

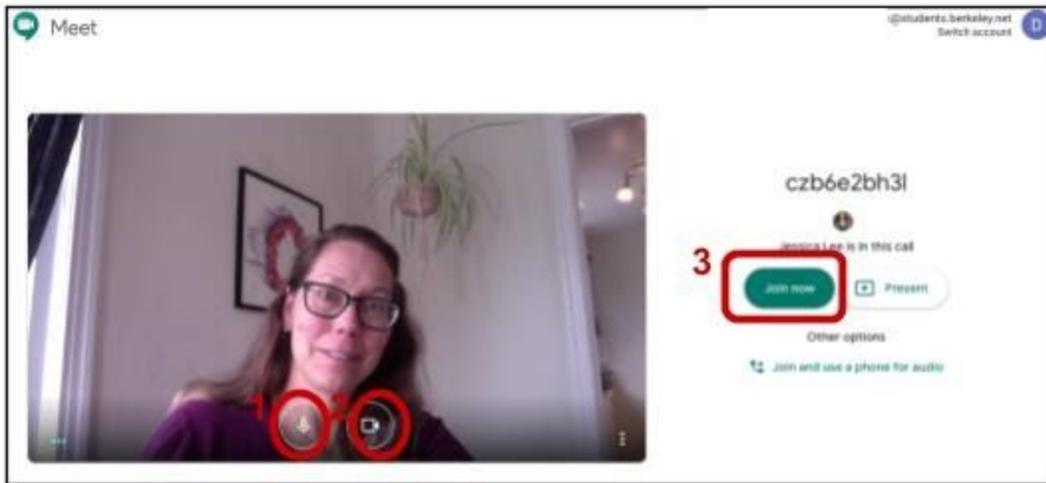


This message will look different on different types of computers. Usually, you can just click "**Allow.**" Sometimes you may need to go into your computer's personal settings and adjust them so that the computer and microphone are accessible to *meet.google.com*.

### "The meeting code you entered doesn't work."

This message means that the teacher has not yet started the session. **You are probably just early.** Teachers need to be in the "Meet Room" for it to be visible to students. Check back in a few minutes.

**Step 5:** Adjust permissions then join.



NOTE: Most teachers will ask that you enter with both microphone and camera off, then turn them on when requested.

1.  Microphone - You can turn it **OFF** <red> or ON <grey> before you enter the room.
2.  Camera - You can turn it **OFF** <red> or ON <grey> before you enter the room.
3. Click **Join Now**.

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## During the Meeting

The control panel disappears when not in use. To make the controls visible:

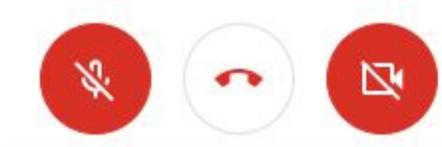
- Press any key on the keyboard.

Or

- Click on the center of the screen.



- 1: Microphone Controls:** Grey is on. Red with a slash is mute/off. Please mute when not speaking.
- 2: Camera Controls:** Grey is on. Red with a slash is off. If your connection is weak, try turning your camera off. You can still hear and see. The rest of the group cannot see you.



This is what your controls look like when the microphone and camera are both off.

- 3: Chat:** Participants can type messages that are visible to everyone in the meeting. Click on the icon of the speech bubble in the upper right corner to show the chat screen on the side.



This is what the screen looks like with the chat box open on the side.

Click at the bottom of the chat box to enter your comments.

- 4: Leave Google Meet:** Click on the red telephone icon to leave the meeting. If you click it by mistake, you will have the option to **rejoin** the meeting on the next screen.

