

# Google Meet

*Google Meet is an AWESOME tool for communication! You can use a computer, mobile device, or even a regular old landline phone to connect with your teacher and classmates.*

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**Click the link below to jump to the directions that matches the device you will be using**

[Computer](#)

[iOS device \(iPhone or iPad\)](#)

[Android Device](#)

[Phone - Landline or cell phone with low/no internet connectivity](#)

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**On a Computer go to - <https://meet.google.com/>**

## **Create a Meet**

- From a Computer
  - [Through the Meet Website](#)
  - [Through Google Calendar](#) - *can also schedule a future one*

## **How to Join a Meet Created by Someone else**

- Computer
  - [Join from a Calendar event](#)
  - [Join from Meet](#)
  - [Join with a meeting link URL](#)

## **Adding and Removing Guests From a Meet**

- Computer
  - [Add guests to a video meeting through a Calendar event](#)
  - [Add guests to a video meeting through email](#)
  - [Add guests to a video meeting by phone](#)
  - [Remove guests from a video meeting](#)

## **Present/Share Screen on a Meet**

- [From a Computer](#)

## **Record a Meet**

- [Available only when using a Computer](#)

## **Pin (keep one person's window the main one), Mute, or Remove participants**

- [Computer](#)

## **Sending Chat messages during the meeting**

- [Computer](#)

## **[Manage your Computer's Audio/Video settings](#)**

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**On an iOS device (iPhone or iPad) go to - [Hangouts Meet by Google on the App Store](#) to download the Google Meet app**

## **Create a Meet**

- From an iPhone or iPad
  - [Through Google Calendar](#) - *can also schedule a future one*

- [Through the Meet app](#)

## How to Join a Meet Created by Someone else

- iOS/Apple device
  - [Join from a Calendar event](#)
  - [Join from Meet](#)
  - [Join with a meeting link URL](#)

## Adding and Removing Guests From a Meet

- iOS/Apple device
  - [Add guests to a video meeting through a Calendar event](#)
  - [Add guests to a video meeting through email](#)
  - [Add guests to a video meeting by phone](#)
  - [Remove guests from a video meeting](#)

## Present/Share Screen on a Meet

- [From an iOS device](#)

## Pin (keep one person's window the main one), Mute, or Remove participants

- [iOS device](#)

## Sending Chat messages during the meeting

- [iOS device](#)

## [Manage your iOS device's Camera/Audio settings](#)

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## On an Android device go to - [Hangouts Meet](#) to download the app

### Create a Meet

- From an Android device
  - [Through Google Calendar](#) - *can also schedule a future one*
  - [Through the Meet app](#)

### How to Join a Meet Created by Someone else

- Android device
  - [Join from a Calendar event](#)
  - [Join from Meet mobile app](#)
  - [Join with a meeting link URL](#)

### Adding and Removing Guests From a Meet

- Android device
  - [Add guests to a video meeting through a Calendar event](#)
  - [Add guests to a video meeting through email](#)
  - [Add guests to a video meeting by phone](#)
  - [Remove guests from a video meeting](#)

### Pin (keep one person's window the main one), Mute, or Remove participants

- [Android device](#)

### Sending Chat messages during the meeting

- [Android device](#)

## Phone

- **Landline phone or cell phone (does NOT use your data plan, you do NOT need an app, it's just a regular phone call)**
  - Dial into a meeting using a phone
    - i. **Your teacher can call your phone from the Google Meet to have you join or**
    - ii. **You will need to call a classmate or your teacher to get the phone number and pin to join**