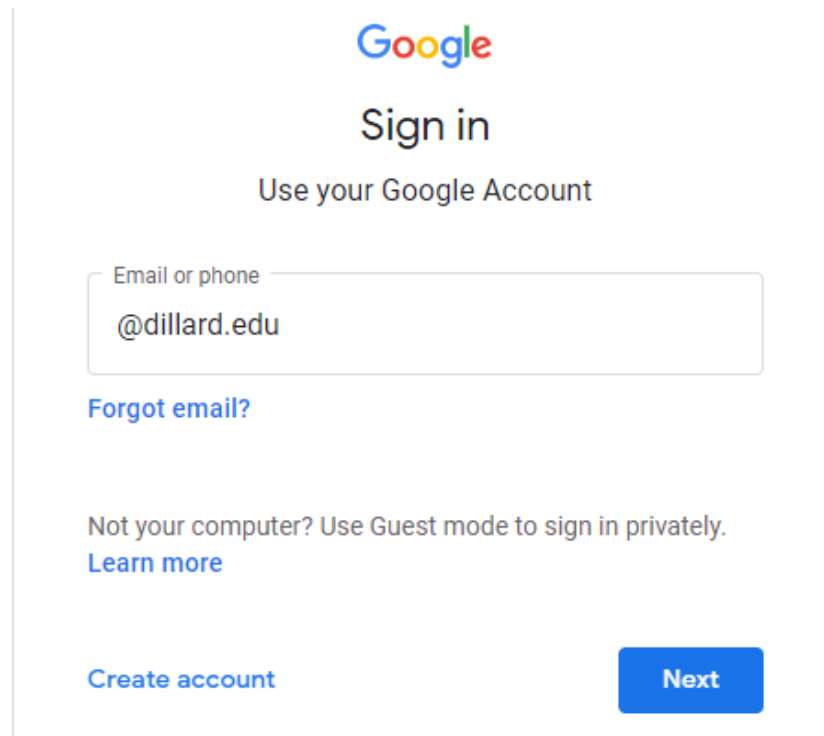# Google Meet Instructions

Access Google Meet via https://apps.google.com/meet/ or an invite and sign in if you aren't already.
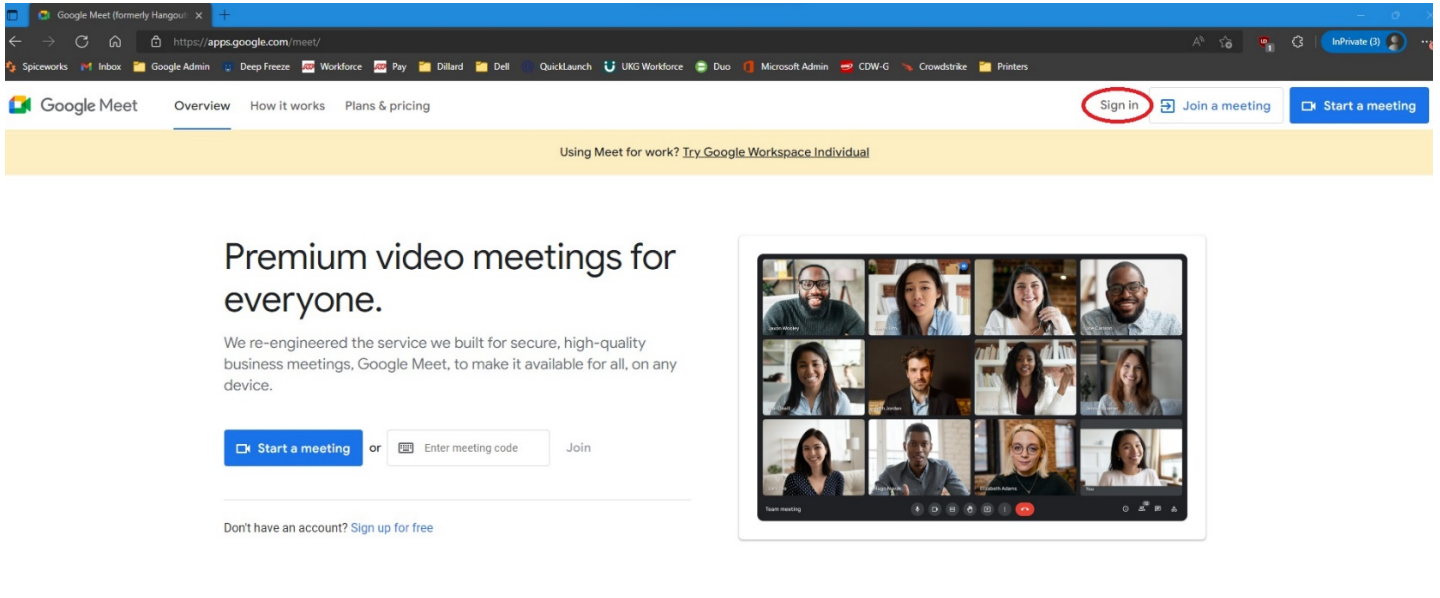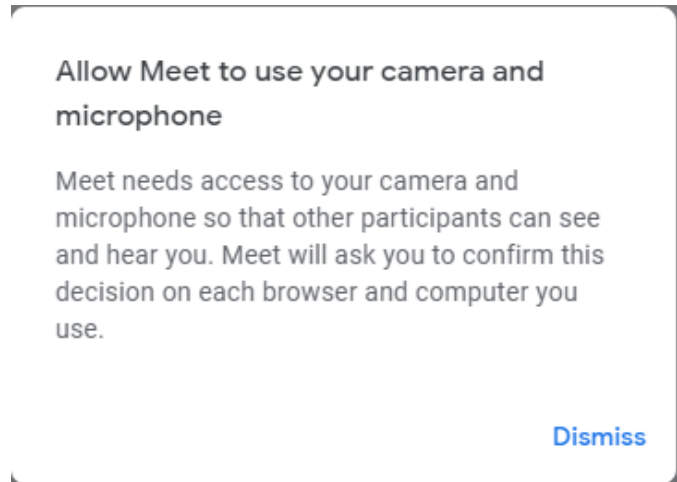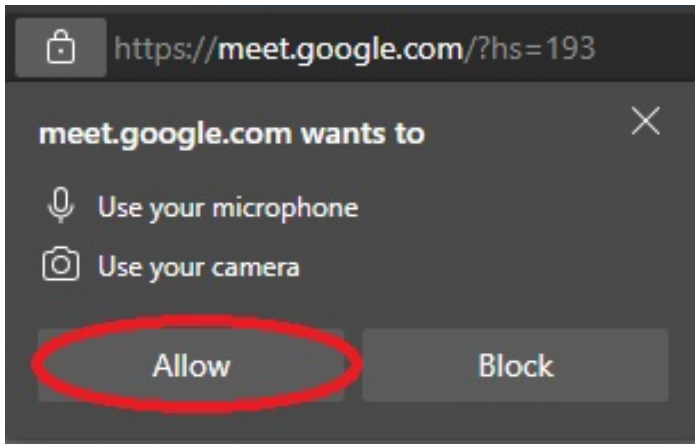

Enter your Dillard account credentials.

Select the cogwheel icon in the upper right-hand corner to test settings.
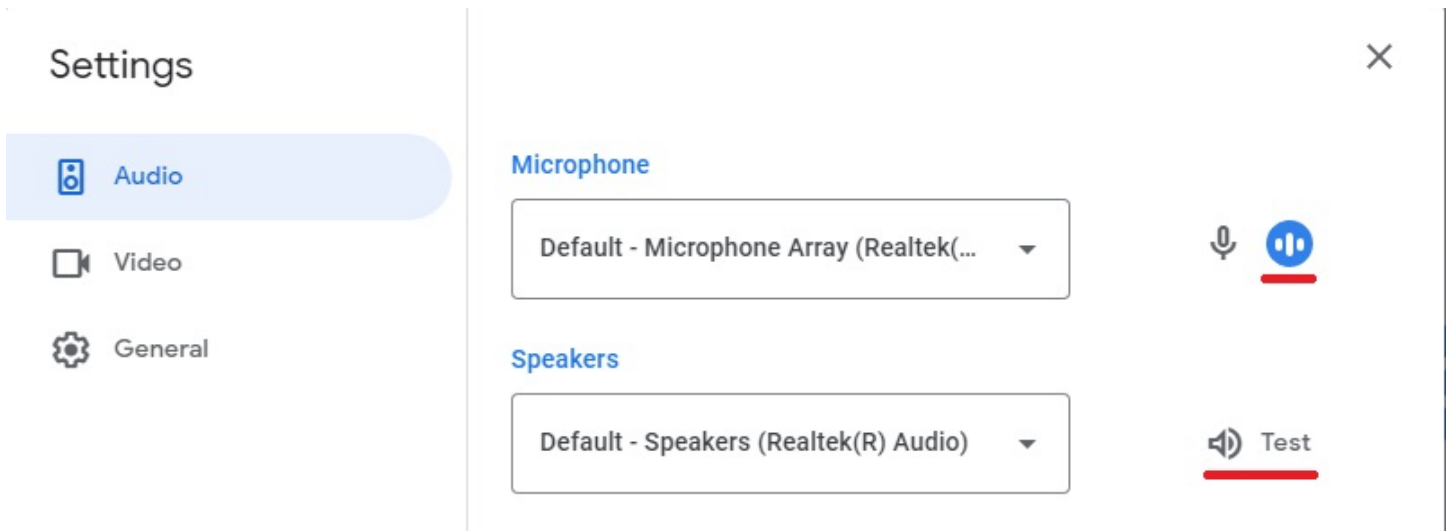
Select "Allow" permissions when prompted.

If the settings popup like so afterwards, refresh the webpage and your camera and microphone should no longer be blocked. If your camera is still blocked, go to camera privacy settings and enable apps access your camera.
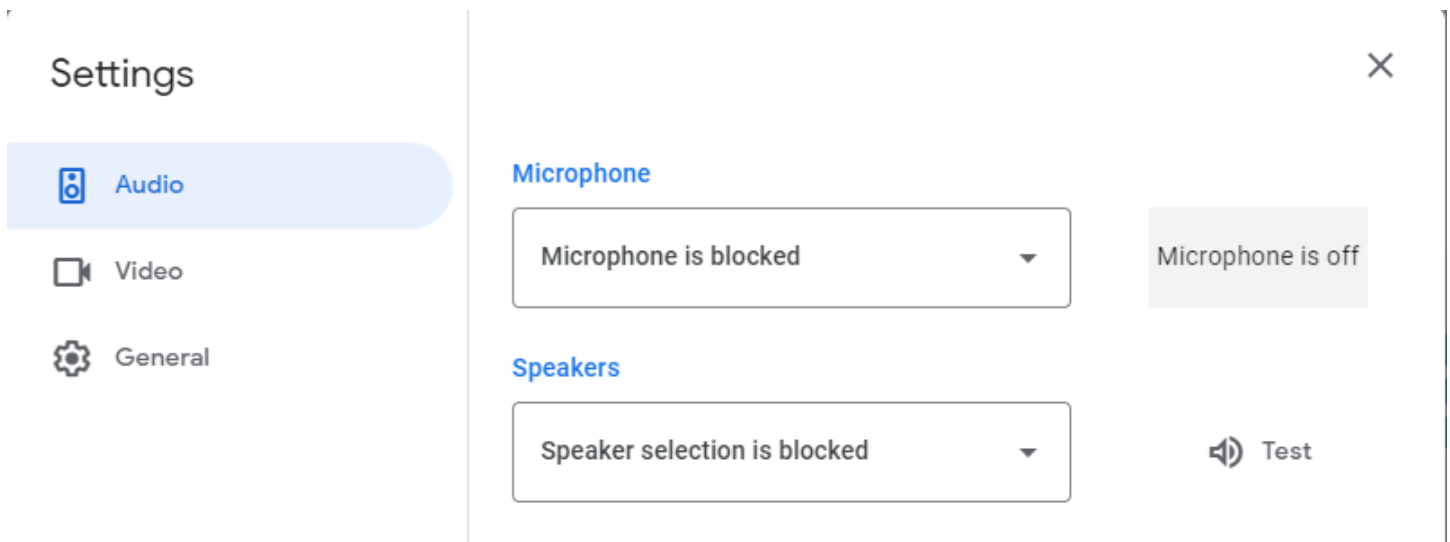
Now you can test your mic feedback, speaker audio, and camera visual.
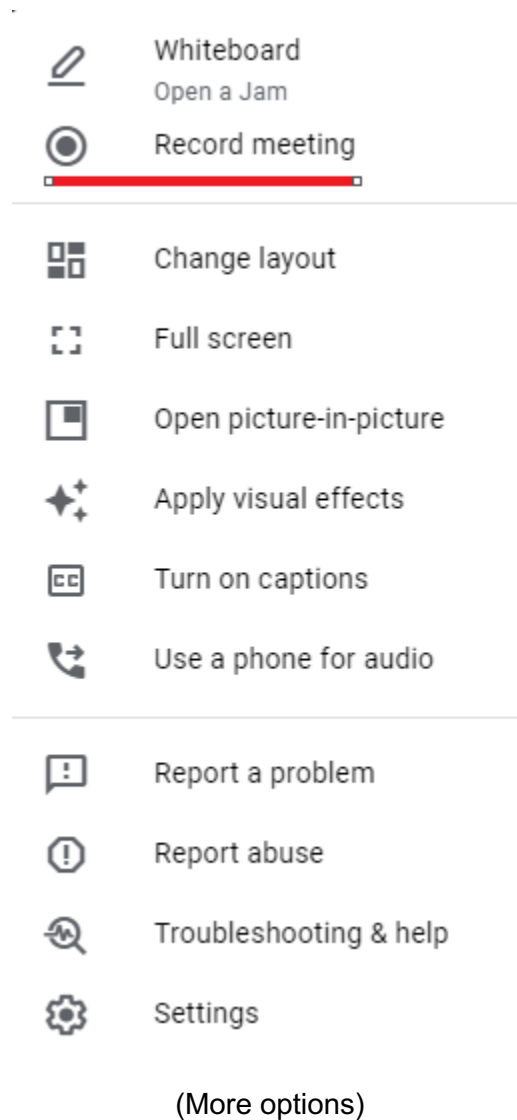
Exit the window and select "New meeting" and corresponding option.
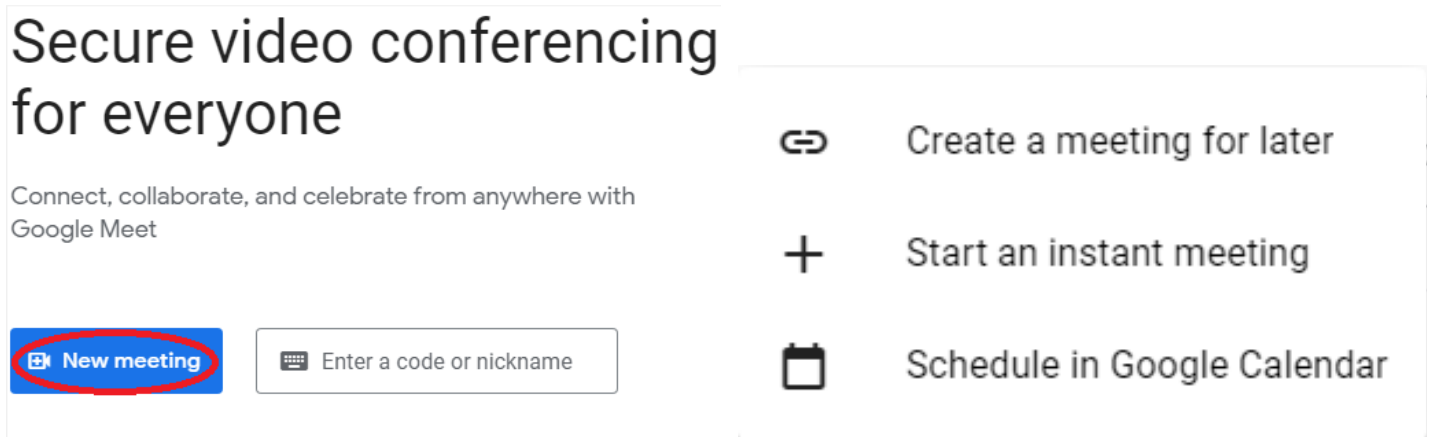
When you create a meeting, you will see your meeting information and be able to add others via email. The invitations look similar when receiving an email. Tap the meeting link from the invite or call into the meeting using the dial-in number and PIN in the invite.
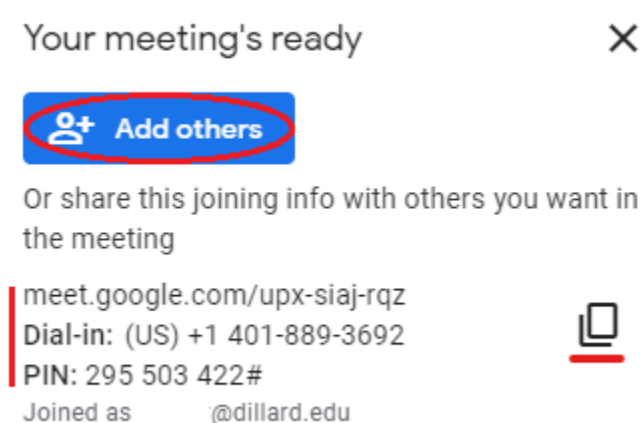
For more options for the call, select the "More options" button at the bottom of the video and tap the appropriate setting you want to use or change. The host may select the "Record meeting" and "Stop recording" similarly.

✎	**Whiteboard** Open a Jam
⦿	Record meeting
▦	Change layout
⌟⌞	Full screen
▣	Open picture-in-picture
✦	Apply visual effects
CC	Turn on captions
↪	Use a phone for audio
!	Report a problem
ⓘ	Report abuse
⊘	Troubleshooting & help
⚙	Settings

(More options)

The recording will be saved in the host's Meet Recordings folder in Google Drive.