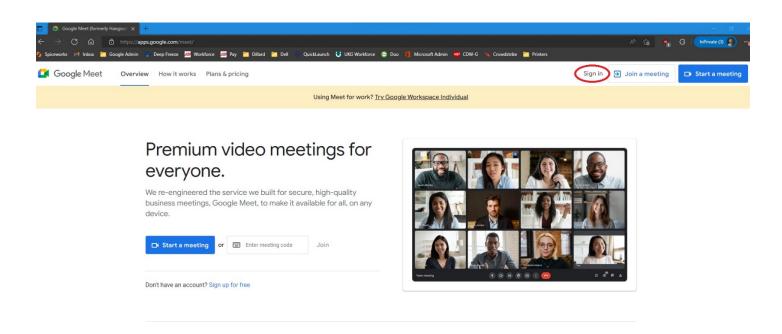
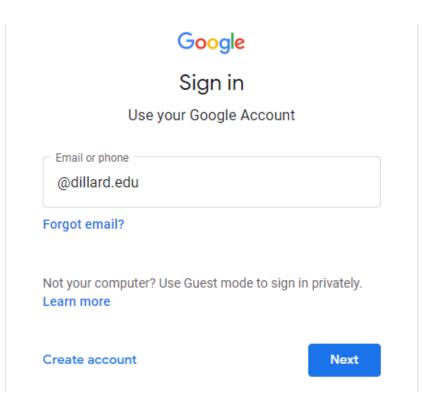
Google Meet Instructions

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



Enter your Dillard account credentials.

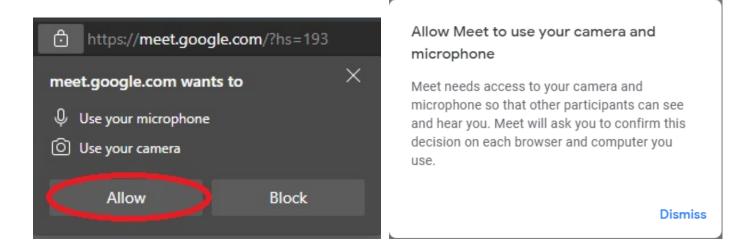


Select the cogwheel icon in the upper right-hand corner to test settings.





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.

Settings			×
ð Audio	Microphone		
Uideo	Microphone is blocked	•	Microphone is off
General	Speakers		
	Speaker selection is blocked	•	d) Test

Now you can test your mic feedback, speaker audio, and camera visual.

Settings		×
ð Audio	Microphone	
Video	Default - Microphone Array (Realtek(👻	ψ 🕕
General	Speakers	
	Default - Speakers (Realtek(R) Audio) 🛛 🖵	d) Test

Exit the window and select "New meeting" and corresponding option.

Secure video conferencing		
for everyone	Ð	Create a meeting for later
Connect, collaborate, and celebrate from anywhere with Google Meet	+	Start an instant meeting
New meeting Enter a code or nickname		Schedule in Google Calendar

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.

Your meeting's ready	×
et Add others	
Or share this joining info with others you w the meeting	ant in
meet.google.com/upx-siaj-rqz Dial-in: (US) +1 401-889-3692 PIN: 295 503 422# Joined as @dillard.edu	

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.

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<u>/</u>	Whiteboard Open a Jam	
۲	Record meeting	
-		
	Change layout	
::	Full screen	
	Open picture-in-picture	
+	Apply visual effects	
66	Turn on captions	
Ç.	Use a phone for audio	
Ŀ	Report a problem	
()	Report abuse	
Ð	Troubleshooting & help	
(3)	Settings	
(More options)		

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