

# Google Meet

*For students and parents*

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Google Meet provides a safe and secure way for your teacher and other educators to host video meetings with you and your classmates in real-time. Google Meet is an approved CPS tool and is in compliance with our [Acceptable Use Policies](#). If a teacher or other educator records a Google Meet lesson, they must notify students beforehand that the lesson will be recorded and archived for future viewing.

This guide provides step-by-step instructions on how to join and navigate a Google Meet with your teacher and other educators from a computer or mobile device.

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## Join a Google Meet with your teacher and other educators

1. Check your email for a message from your teacher or other educator for the Google Meet.

### NOTES:

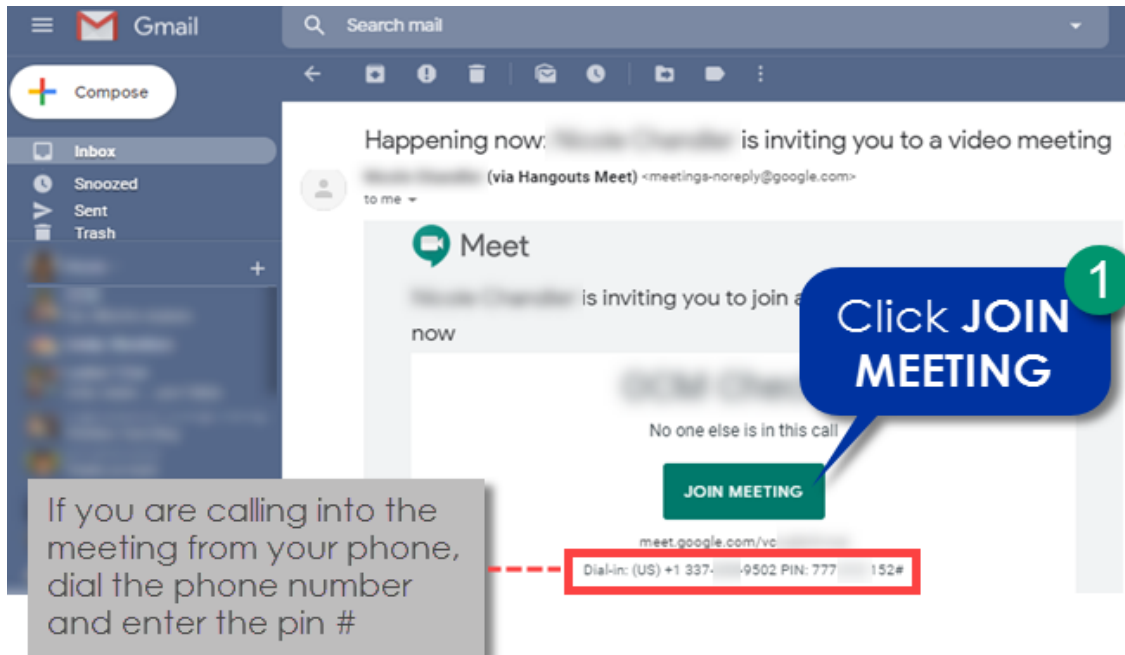
- If you have never set up a CPS account, please click [here](#) for instructions on how to create your account.
- If you forget your CPS password, click [here](#) for instructions on how to reset your password.
- Your teacher can also invite your parent or guardian using their email address.
- Your teacher and other educator might send the link to the Google Meet in Google Classroom or in a Google Hangouts Chat as well.



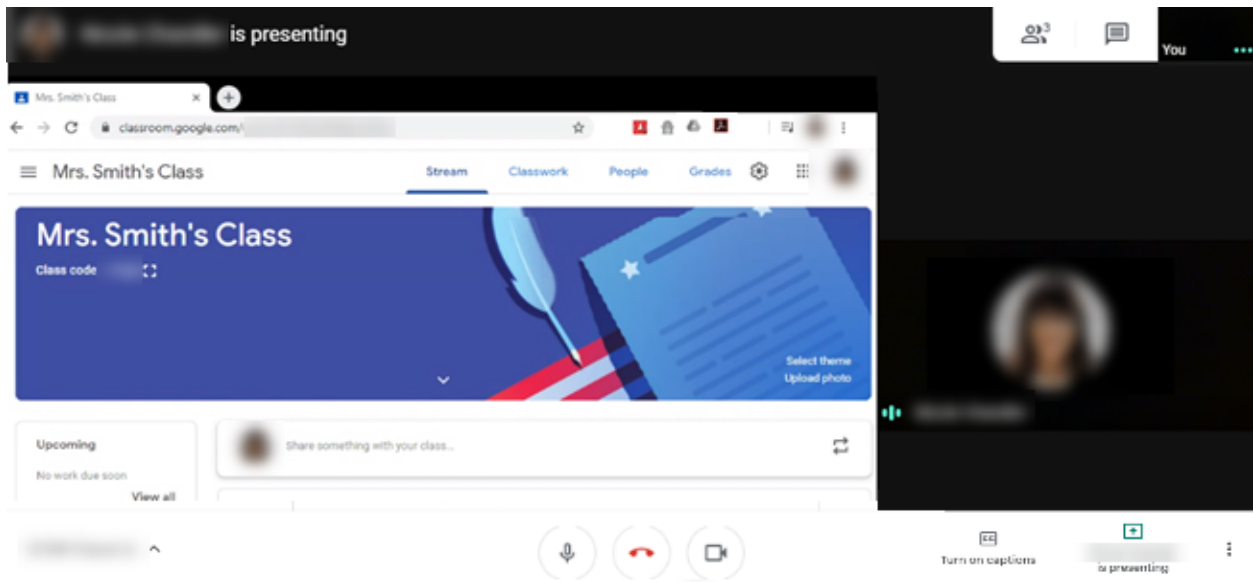
After you locate the email from your teacher or other educator, it will look like the picture below:

1. Click **Join Meeting**.

**NOTE:** If you are not using a computer or the Google Meet app on your mobile phone, you can call into the meeting from a phone by using the **Dial-in phone number** and entering the **PIN** number from the email your teacher and other educator sends you.



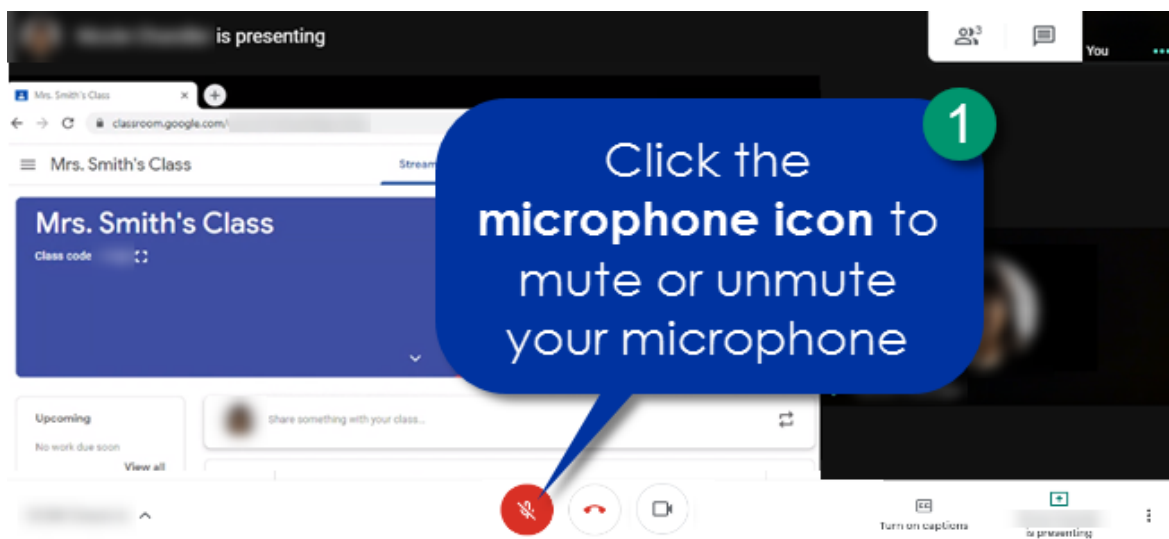
After you join the meeting, you will see the screen your teacher or other educator is presenting like in the image below.



While in the video meeting, you can mute your microphone.

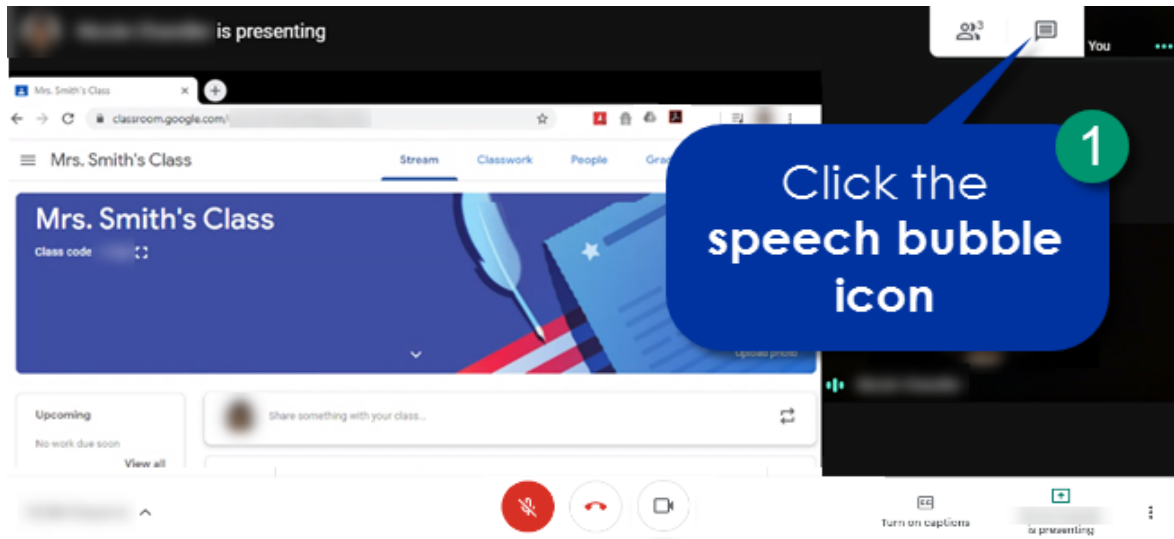
1. Click the **microphone icon** to mute or unmute your microphone.

**NOTE:** Your microphone is muted when it is red, like in the image below. If the microphone icon is grey, then your microphone is **not** on mute.

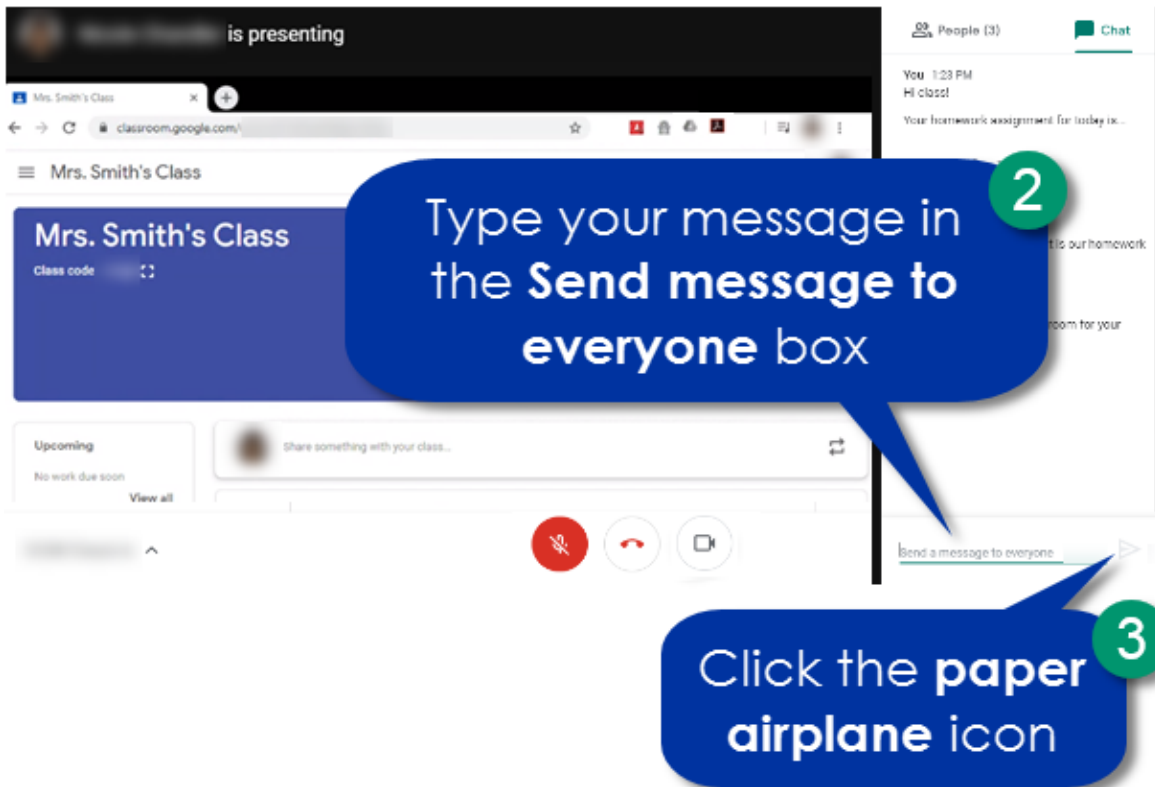


While you are in the video call, you can send instant messages using the **Chat** button like in the image below. Everyone on the video call will be able to see the messages sent in the chat box.

1. In the Google Meet video call, click on the **speech bubble icon** to open the chat box.



2. Type your message in the **Send a message to everyone** box.
3. Click the **paper airplane icon** to send your message.



The screenshot shows a Google Classroom interface for "Mrs. Smith's Class". A blue callout box with a green circle containing the number "2" points to the "Send a message to everyone" text box. A second blue callout box with a green circle containing the number "3" points to the paper airplane icon. The interface includes a header with "is presenting", a chat window on the right, and a bottom navigation bar with icons for mute, video, and chat.

2  
Type your message in  
the **Send message to  
everyone** box

3  
Click the **paper  
airplane** icon

While you are in the video call, you can see who else is on the video call like in the image below.

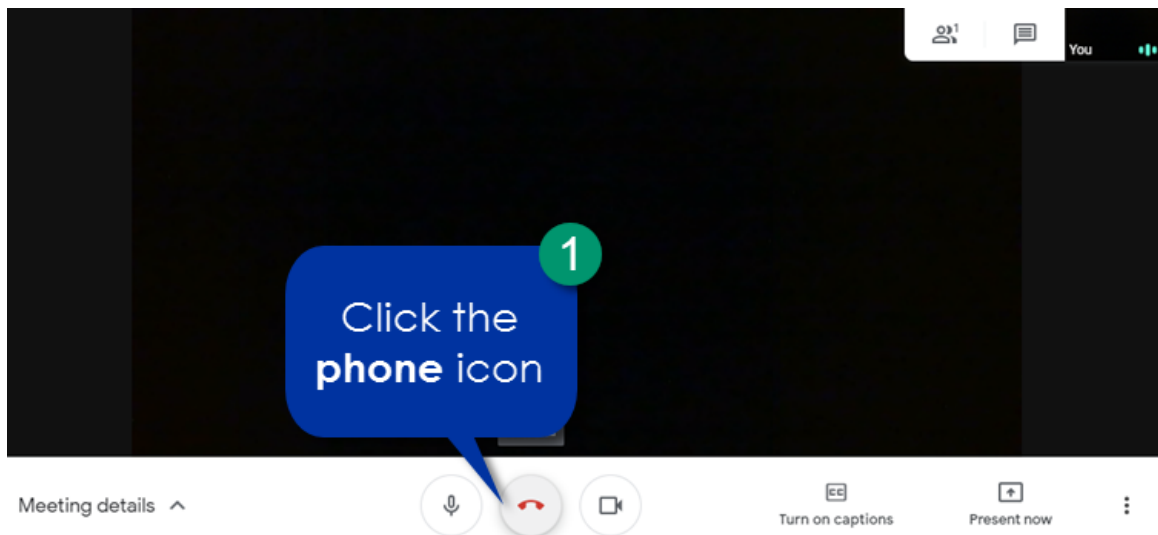
1. In the Google Meet video call, click on the **people** icon to see the list of the people on the video call.

**NOTE:** In the list of people on the video call, you will see three green lines next to the person's picture if they are speaking in the meeting.



When your teacher or other educator tells you the video call is over, you will need to exit the Google Meet like in the picture below.

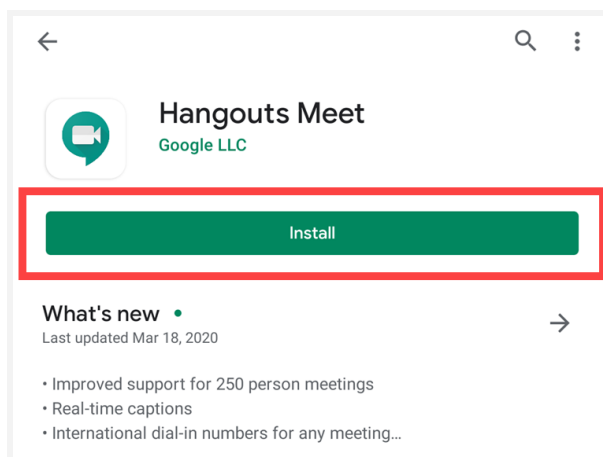
1. Click on the red, **phone** icon to leave the video call.



## Google Meet on Mobile

You can use Google Meet on your mobile phone too!

1. Click [here](#) to install Google Meet on an Android phone or click [here](#) to install Google Meet on an iPhone.





After you install the Google Meet app on your mobile phone, use the Join Meeting email or the link your teacher or other educator sent you to join the Google meet from your phone. You can view your teacher and other educators's screen, mute and unmute your microphone, send instant message chats and see who is on the video call just like you would if you were joining from a computer.