

# Google Meet: Participant Quick Start Guide

## Step 1: Access the Meeting

You can enter a Google Meet room using one of two primary methods:

- **Via a Direct Link:** Click the link provided in your email invitation, calendar event, or chat message.
- **Via a Meeting Code:** Open a web browser, navigate to [meet.google.com](https://meet.google.com), or open the mobile app. Click or tap *'Enter a code or link'* and type in the unique 10-letter code found at the end of the meeting URL (e.g., abc-defg-hij).

## Step 2: The Green Room Preparation

Before entering the live call, Google Meet takes you to a preview screen to test your hardware setup:

- **Verify Your Account:** Check the top-right corner to ensure you are logged into the correct Google profile (especially when switching between personal and work accounts).
- **Grant Permissions:** If prompted by your browser or operating system, click *'Allow'* to grant camera and microphone access.
- **Toggle Audio/Video:** Click the mic or video icons at the bottom of your tile to choose whether you enter muted or unmuted.
- **Apply Visual Effects:** Click the *'Effects'* icon (represented by three small stars/sparkles) to blur a messy background or apply a virtual backdrop before others see you.

## Step 3: Entering the Call

- **Signed-in Users:** If you have a Google Account and were directly on the invite list, click **Join now** to immediately cross into the room.
- **Guest Users:** If you do not have a Google Account, enter your display name into the text field prompt and click **Ask to join**. You will remain in a virtual waiting area until the host clicks 'Admit' to let you inside.

# Key In-Call Controls for Participants

| Control Icon & Action | Function & Best Practices                                                                                                                                                         |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mute / Unmute         | Click the microphone icon. As a best practice, remain muted when you are not actively speaking to prevent background noise from interrupting the presentation.                    |
| Camera On / Off       | Click the camera icon to instantly toggle your live video stream on or off at any point during the meeting.                                                                       |
| In-Call Chat          | Click the speech bubble icon on the right side of the main bottom toolbar. This opens a panel to text questions, drop links, or leave comments for everyone.                      |
| Raise Hand            | Click the hand icon to alert the host that you have a question or wish to speak next, eliminating the need to verbally interrupt the current speaker.                             |
| Reactions             | Click the smiley-face icon to send quick, floating emojis (like a thumbs up, a heart, or applause) that briefly appear on-screen to share feedback.                               |
| Present Your Screen   | If the host permits participant sharing, click the square icon containing an upward arrow. Choose to broadcast a single tab, an individual window, or your entire desktop screen. |
| Leave Call            | Click the red phone hang-up icon to securely disconnect and exit the virtual meeting room.                                                                                        |