Learner setup requirements before using Google Meet

1.   PC, Laptop, Mac, MacBook

If you are using a Desktop or Laptop, download Google Chrome and either make this your default browsing software or ensure you use Chrome for Google Meet. As the name suggests, Google Meet is part of the Google Suite of products. Whilst it will probably work with Microsoft Edge and Safari, you lose functionality and/or it may not work consistently.
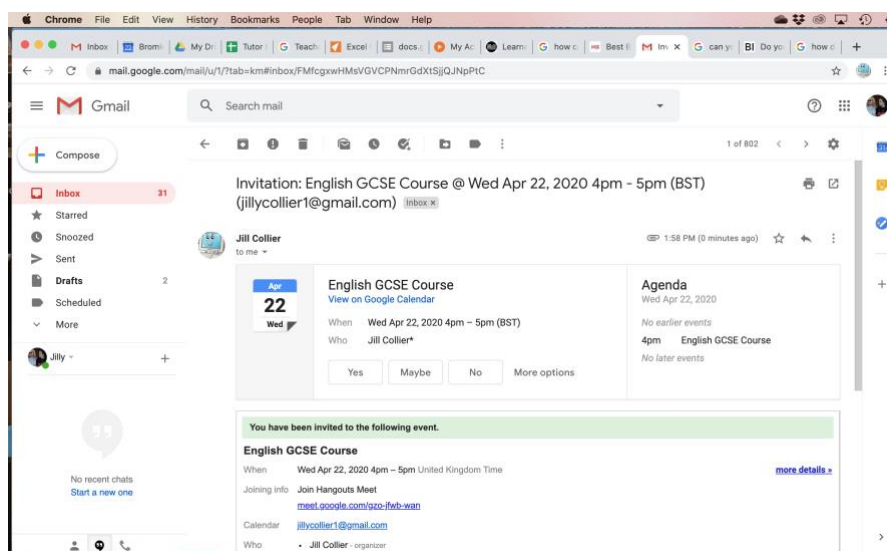
To download Google Chrome, load your usual browsing software in type in "download google chrome". You will see a screen similar to below, and take the option to "download now"
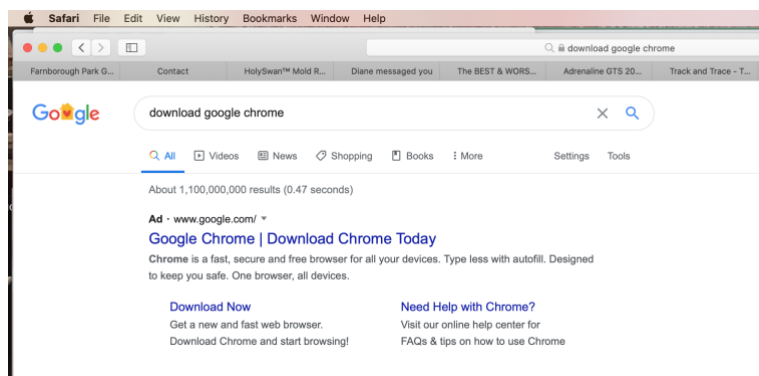

Follow your onscreen instructions.

Your tutor will send you an invitation to attend the Google Meet.

It will look similar to the following:-

If you look at the above screen you will see there is an option to select Yes/Maybe/No. If you select any of these, your Tutor will be informed of your intentions.

Either way, if you are planning on attending the session, simply click the unique meeting code (or copy and paste into your browser) and that will take you to the Meeting. (The unique code above is meet.google.com/gzo-jfwb-wan)
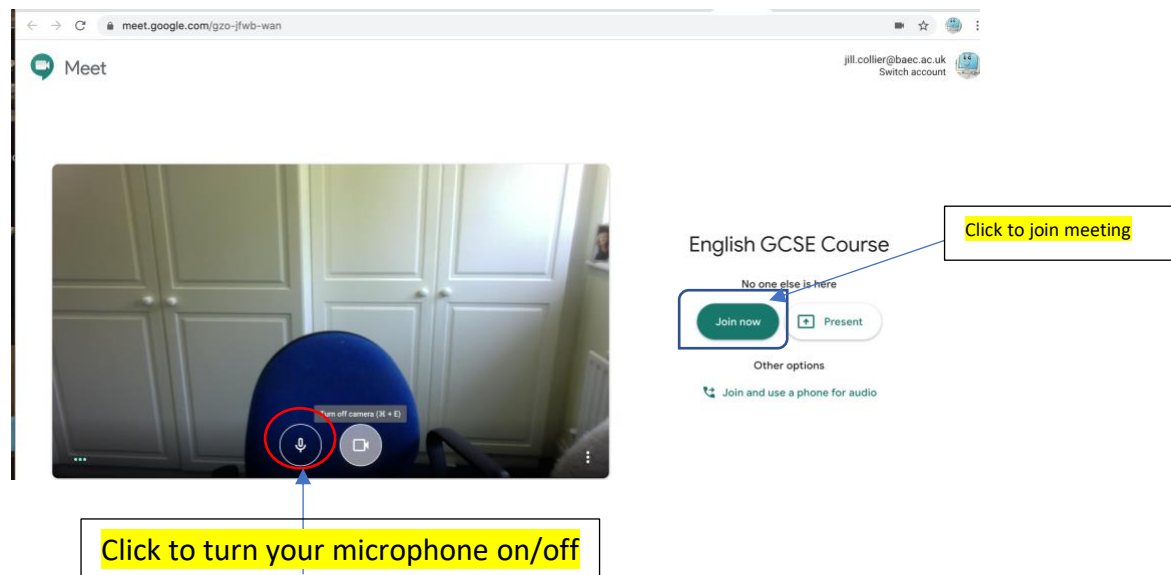
The first time you join, it may ask your permission for access to your camera and microphone.

On the right hand side, select the option to "Join now".

You will be taken into the meeting and will be able to see your Tutor and your fellow students as they join. Once your class has started, you may be asked to switch your microphone off in Google Meet, unless you wish to verbally contribute. When all microphones are active it can cause unpleasant noise/feedback

You can interact as if you were in the classroom. Video conferencing software is an excellent way of being a valued member of your course.

NB: My experience has found that by default many computers have their microphone switched off in settings, so I would recommend you check this out a day or so before hand or have a dummy run with your tutor before your first session.

(The location of your microphone setting is dependent on your hardware but generally for Microsoft Windows you search in the bottom left hand corner and input 'microphone settings' and for Mac it's the Apple icon in the top left hand corner, select System Preferences and input 'microphone settings')

2.   Smartphones and Tablets

If you are using a mobile phone or tablet they are generally App based, and you will need to download the 'Google Meet' App.

2.1   Apple (iPhone, iPad)

Tap on App Store and search for Google Meet
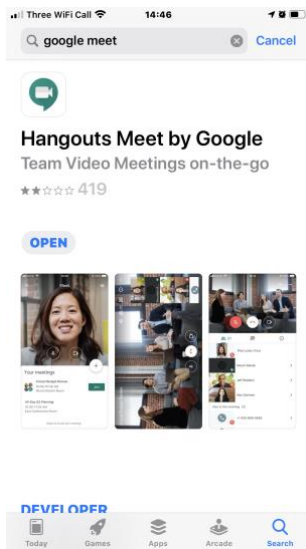
Take the option to Get. (The App is free, but the terminology is generic for free and chargeable Apps)

Once downloaded open and setup. I have only been successful in signing into Google Meet using a Gmail account. I have taken the following from the "Google Meet Help"

Join a video meeting

To start a new meeting instead of joining one, see Start a new video meeting.

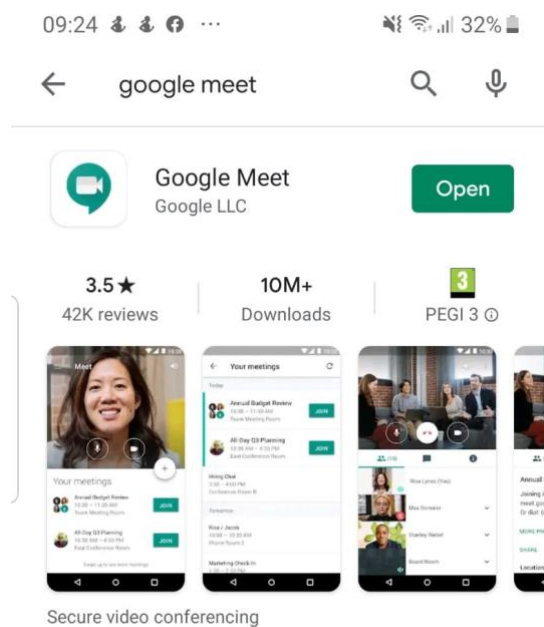## Who can join video meetings?

- People in your organization who are signed in to their G Suite account.
- People outside of your organization who are added to the Google Calendar event and have a Google Account.

If you don't have a Gmail account, I would recommend you set one up and use for this App. There may be ways round this in the future, but at present this is the recommendation.

Once you have the App, you can click on the unique meeting code in the email from your Tutor and that will launch Google Meet and take you directly to your meeting.

2.2 Android Phones and Tablets

Tap on Google Play and search for Google Meet

Take the option to Install (The App is free, but the terminology is generic for free and chargeable Apps)

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Join a video meeting

To start a new meeting instead of joining one, see *Start a new video meeting*.

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