

To join a Google Meet

**Detailed Instructions:**

Open the email invite from your teacher

Click on "Join Meeting"

**VIP** Do not close the two popups that will appear

Click "Allow" on the popup asking to use your microphone and camera

Both popups will disappear

Press the mute key on your keyboard (top row, 4th key from the left)

Press the mute key again to unmute, if requested by your teacher

Adjust your volume as needed

To ask a question click the chat icon (upper right of the Meet window)

**Quick Instructions:**

Open email invite

Click "Join Meeting"

**VIP** Click "Allow" on the top popup

Press the mute key

Adjust volume as necessary