

ADG Google Meet – A Guide

Use a computer for video and audio:

1. Click on the Google Meet invite button (“[Join with Google Meet](#)”) or copy and paste Google Meet invite hyperlink into your web browser.
2. Ensure computer mic and camera are working properly and select “Join Now” button (You may also select option to join and use phone for audio, at this time).
3. Ensure that computer mic is muted and camera is on/off, by dragging your mouse over the lower portion of the Google Meet screen.
 - The mic icon button will be **RED**, if your computer mic is muted.
 - The camera icon button will be **RED**, if the camera is OFF.

Use a phone for audio in a video meeting:

As an alternative to selecting “Join and use phone for audio” on the Google Meet queue page, you can either dial into the meeting directly, using the dial-in number provided on the invite/notice or even have Google Meet call your phone (upon providing contact number to Google Meet).

If there are more than 5 people already in the meeting, you will join muted. You also join muted if your computer is muted before connecting.

To speak during the meeting, make sure your computer AND phone mics are not muted. If it is, unmute your mics AND press *6 to unmute your phone. Otherwise, you need only press *6 to unmute your phone.

Mute your mic after you finish speaking by pressing the microphone on the video or your phone.

Google Meet keyboard shortcuts:

Use ⌘ for Mac or Ctrl for Windows, Chrome OS

Controls	Keyboard shortcut
Turn on or off camera	⌘/Ctrl + e
Mute or unmute your microphone	⌘/Ctrl + d

Dial in by phone (audio only/no video):

1. Dial into the number provided on the Commission Meeting invite/notice.
2. When prompted, enter the applicable PIN > #.
3. To speak during the meeting, press *6 to unmute your phone (if it was previously manually or automatically muted). Ensure that your phone mic is not muted.
4. Mute your phone when you are finished speaking, by pressing the mic/mute button on your phone.