Westport Continuing Education
A division of Westport Public Schools
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Google Meet FAQ: For Participants

<u>Software Requirements</u>
You will need a laptop with a webcam and audio.

1) Google Chrome is the preferred browser used throughout this guide.
Other supported browsers include:
   a. Mozilla Firefox
   b. Microsoft Edge
   c. Apple Safari
   d. Internet Explorer 11 is not recommended

2) Download the Google Meet software onto your computer here:
https://gsuite.google.com/products/meet/

3) Most users will only be able to join a meeting.

4) You will receive a Google Calendar invitation with a link to join the class. Please plan to join the class at least 10 minutes before the class starts to test your audio and video.
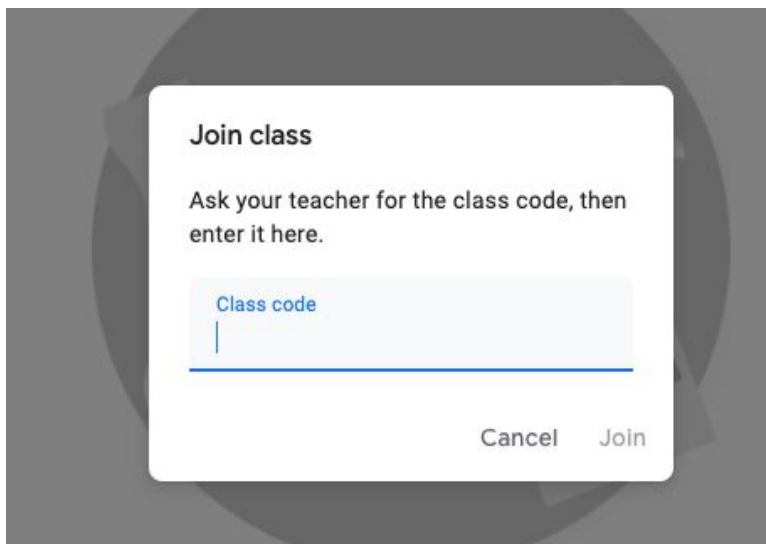
5) Your Westport Continuing Education online class will be facilitated by a WCE staff person and led by the instructor.

During Your Class:

- Please plan to join the class at least 10 minutes before the class starts to check your technology, etc.
- After introductions, the teacher will explain the format of the workshop.
- You'll be able to use the Chat feature to ask questions.
- Please do not use the "Present" button - this is for the presenter!

During the presentation:
- Please make sure that you are muted
- Please turn off your web camera for the fastest connection

After the presentation:
Participants will have the opportunity to turn on their audio and video (optional) to ask questions.

Navigating in Google Meet:
At the bottom of your screen is where you turn your audio and video on and off.
You can also turn on captions for the Google Meet

In the upper right hand corner is where you can activate the chat box to ask a question. The presenter's image will show in the center.

How can I fix echo, feedback and other audio problems?
It is recommended that you use a Headset with a microphone connected to your computer or mobile device, via wired input or Bluetooth. If the headset does not have a microphone, use headphones to prevent the computer's internal microphone (if equipped) or the mobile device's microphone (if on speakerphone) from picking up sound from the speaker.

Why is the audio choppy and the video blurry? How can I improve it?
Video quality is dependent on multiple factors including:
- Network and internet connectivity speed of the participants in the meeting
- Camera resolution and framerate
- Number of participants in the meeting
- Current load on Google's servers

The video resolution can be adjusted in the settings and layout options menu. Drop the resolution to **360p** to improve smoothness. Increase to **720p** to increase quality. In severe cases, disabling your camera will improve audio quality (participant cameras must be individually disabled).
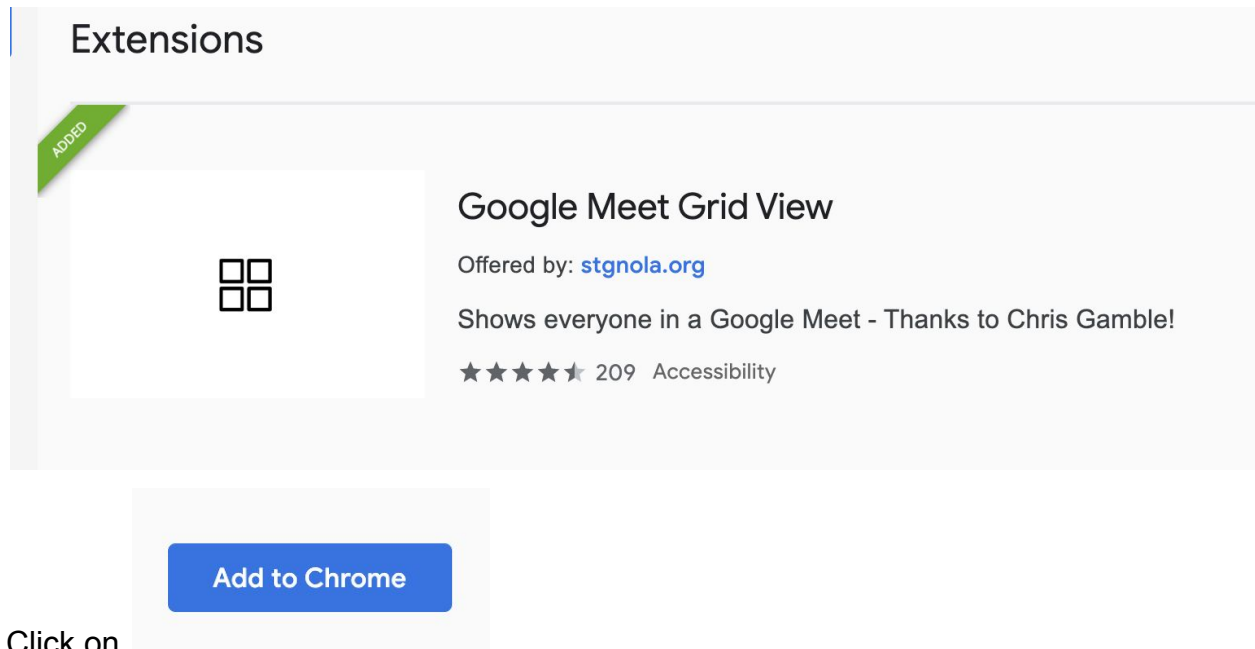
Additional suggestions:
- Close additional tabs in Chrome.
- Turn off competing WiFi devices on your network (cell phone, tablet, etc.)

Optional Extension for Google Meet: Grid View

This allows participants to see everyone at the same time in a grid format.

Open the Chrome web store and search for Google Meet Grid View

Extensions

ADDED

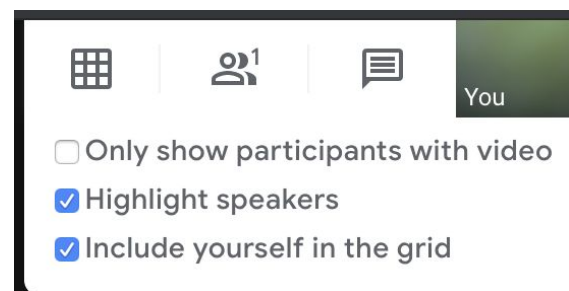**Google Meet Grid View**

Offered by: **stgnola.org**

Shows everyone in a Google Meet - Thanks to Chris Gamble!

★★★★½ 209 Accessibility

Add to Chrome

Click on

When you open Google Meet, look in the top right corner for the grid icon. Hover over it to see the available options:

☐ Only show participants with video
☑ Highlight speakers
☑ Include yourself in the grid

Click on the grid image to turn the grid view on or off.