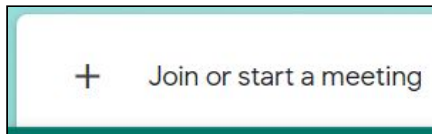
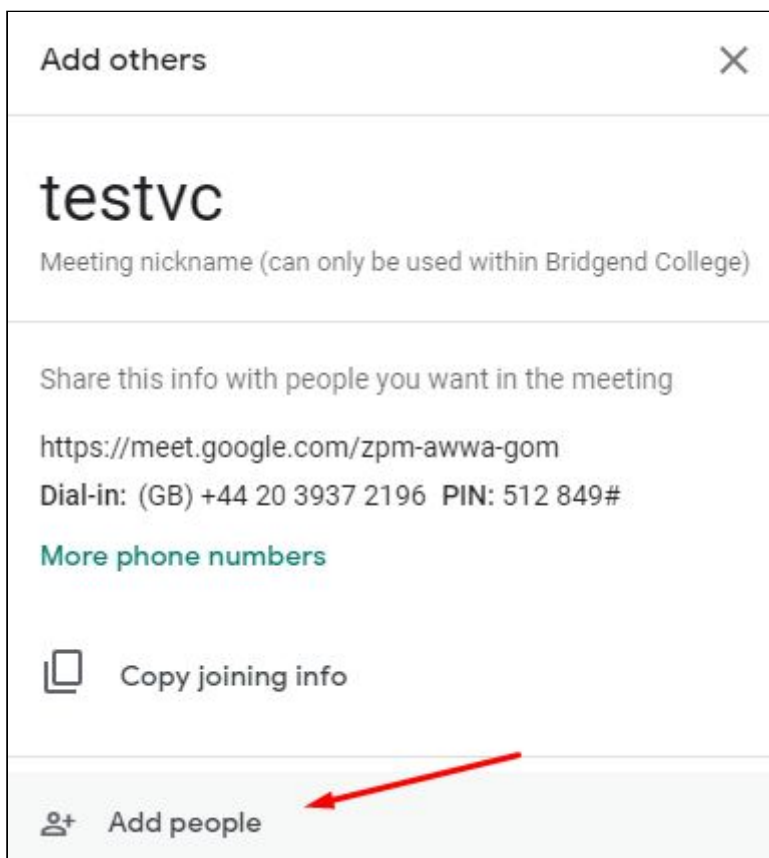


To take part in a Meet (audio, visual or both) go to <https://meet.google.com> and sign in using your College account if prompted

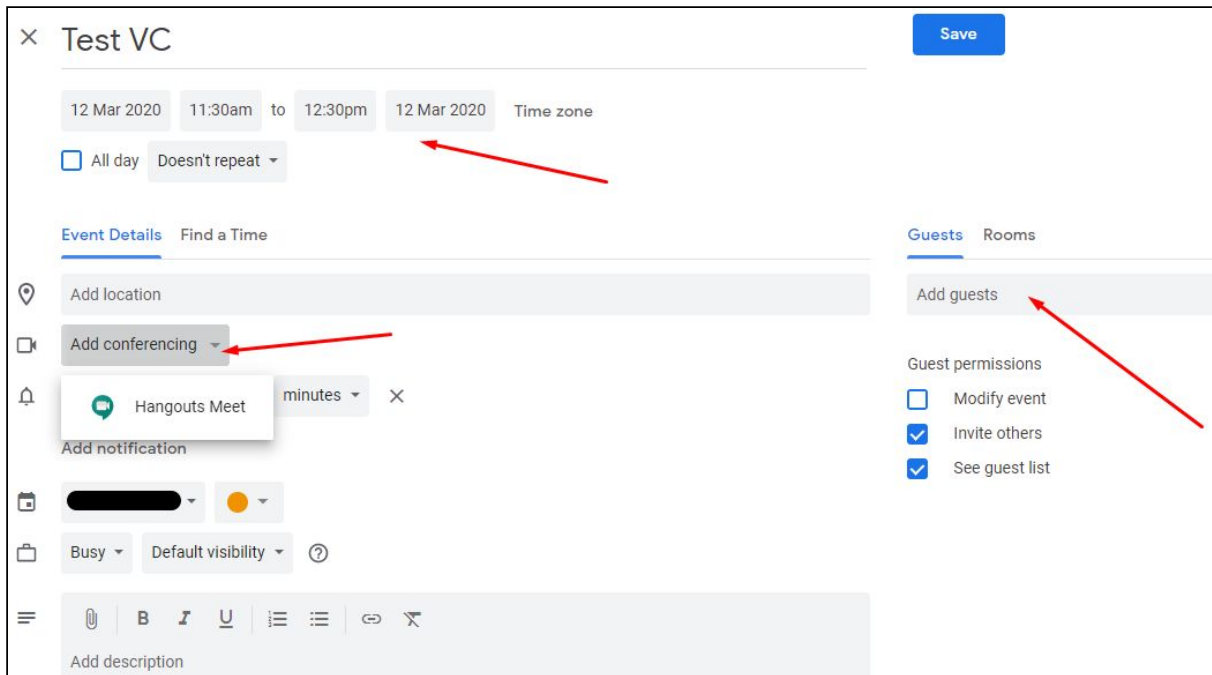
To create a new Meeting click the [Join or start a meeting button](#)



Once you give your Meeting a name you can then click the [Join meeting](#) button and add people to the meeting

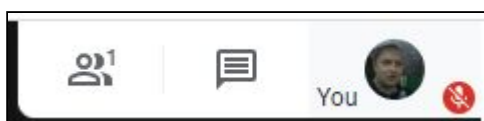


Alternatively you can also add a meet when you create a new **Calendar** entry



Once in a Meeting you can turn Audio and Video on and off depending on what equipment you have, i.e a Desktop may not have a camera so video would not be possible

You can see the status of how many people are in the Meeting or start a text **chat** from the top right menu



If you wish to show content from your computer such as a Slides presentation in a separate window use the **Present now** button at the bottom right of the screen

