

During a GoogleMeet session - see the menu bar in the upper right corner:



If you have added the Grid extension, click on the Grid to see all participants

Click on the chat icon to bring up the chat box

Click on people icon to see a list of the participants

Along the bottom of your window is this menu bar:

Turn mic on/off (mute, unmute)



Turn your video on/off



Exit GoogleMeets session



Turn off captions

You can turn on/off captioning



- Record meeting
- Change layout
- Full screen
- Turn on captions
- Settings
- Use a phone for audio
- Report a problem
- Help

Change layout



Auto

Sidebar

Spotlight

Tiled



Click for the menu

Present now

Audio

Microphone

Default - Internal Microphone (Built-in)

Speakers

Default - Internal Speakers (Built-in)

audio settings

Video

Camera

FaceTime HD Camera

Send resolution (maximum)

Standard definition (360p)

Receive resolution (maximum)

Standard definition (360p)

video settings

Done

Done