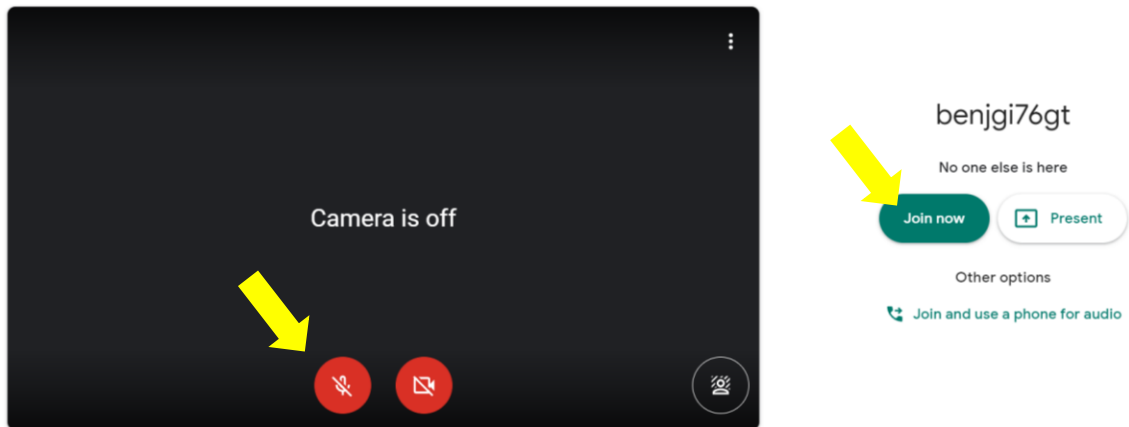


# Using Google Meet (Live Lessons)

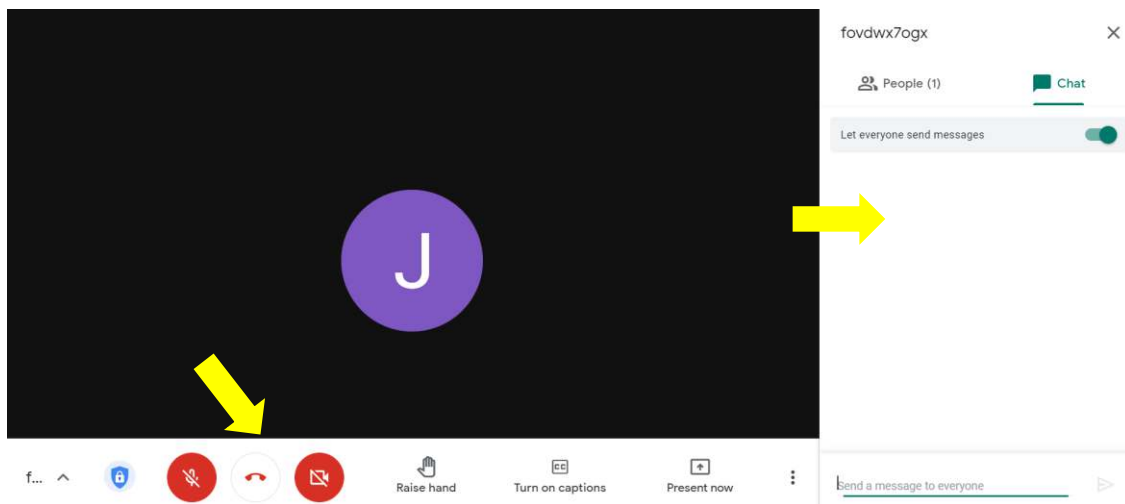
1. To join a live lesson, you will need to click on the meet link at the top of the classroom as shown below.



2. When you have clicked on the meet link the screen below will be displayed. This is where you can ensure that your microphone and camera is switched off before entering the lesson. Camera's are disabled by default so please ensure your microphone is muted by clicking on the microphone button so that it turns red and shows a line through it as shown below. You can enter the lesson using the join now button on the right-hand side of the screen. **If you get a message about being unable to join the meeting it means the teacher has not started the lesson yet. Please try again later.**



3. When you have joined the lesson the teacher's presentation will appear and the chat field will be on the right as shown below. **Please ensure the chat field is only used when prompted and is used sensibly otherwise you may be removed by a staff member due to inappropriate use.** If you are asked to unmute your microphone at any point during the lesson this can be done at the bottom of the window by clicking on the microphone icon.



4. Once the lesson has ended you can leave the lesson by simply clicking on the hang up button shown below.

