

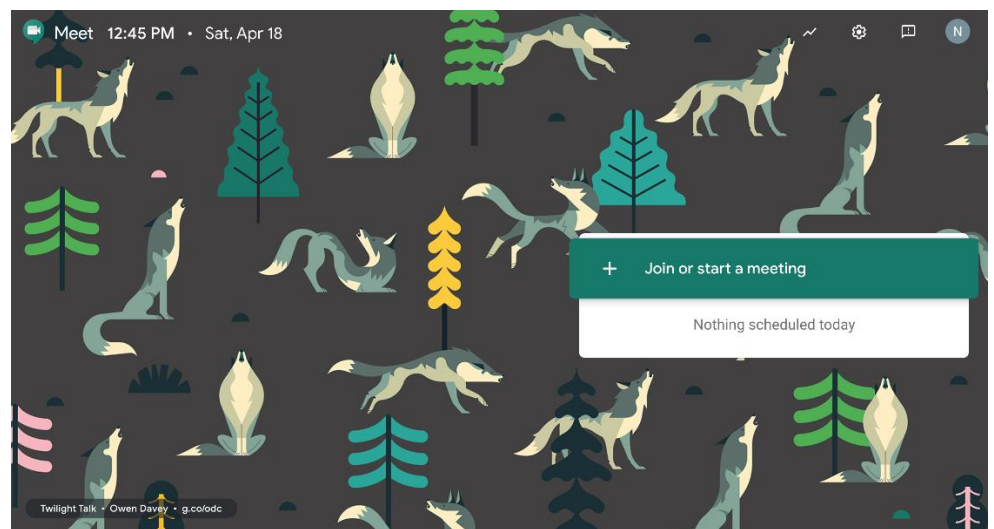
Students' Guide on Downloading Google Meet and Accessing a Google Meeting

**'Live' Lessons
Anytime Anywhere!**

**Continue to learn from
your teacher and with
your friends out of the
classroom.**

What is Meet ?

Google Meet is a software for video conferencing.



How do I get the Google Meet app on my device?

Downloading Google Meet (Only for mobile phones and tablets)

For Computers Running Windows and Mac OS, and Chromebooks

Students accessing Google Meet using Windows or Apple desktop/laptop computers or Chromebooks need not download the application. Joining a meeting should be done via the web browser.

For iPads/iPhones, Android phones/tablets

Students accessing Google Meet using iPads and iPhones, or Android phones and tablets, should download the Google Meet application/extension prior to accessing Google Meet for the first time.



1. For **Apple and Android devices**, scan the QR codes below to download the application.

For iPhones
and iPads



App Store



<https://go.gov.sg/googlemeetapple>

For Android
phones/tablets



Google Play



<https://go.gov.sg/googlemeetandroid>



Accessing Google Meet

Lessons with **Google Meet** allow you to actively participate in a lesson without meeting the teacher in person. User experiences will differ based on the devices used.

For access on computers and Chromebooks, you could:

- Join a Google meeting through the web browser, without having to download the application and do a Google sign-in

To join the meeting on mobile phones and tablets, you would have to:

- Download the Google Meet application by following the steps below
- Do a Google sign-in

Refer to the relevant section below for a step-by-step guide that is specific to your device.

For Computers and Chromebooks

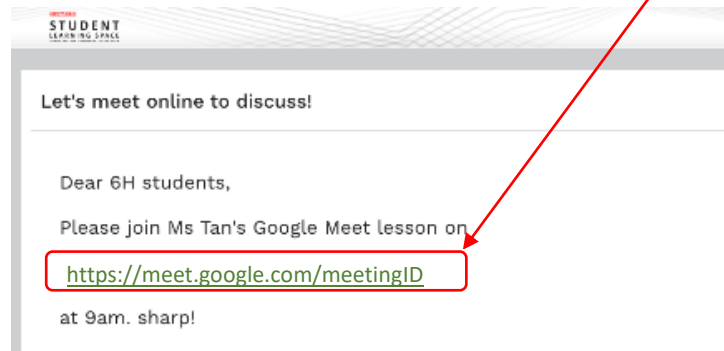
You can access Google meetings on your personal laptops, desktops and Chromebooks by following the steps below.

[IMPORTANT] Do not share the meeting link given by your teacher with anyone not from your class.

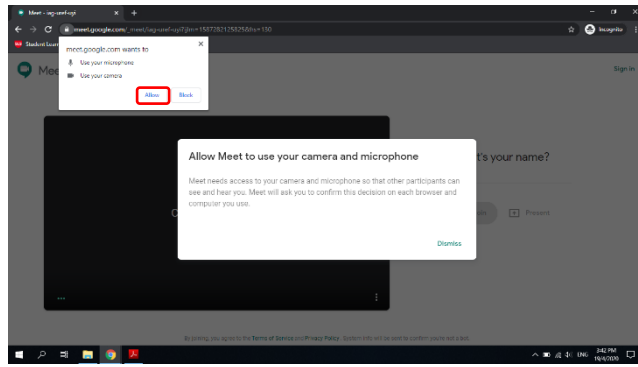


If your teacher has provided a link as part of your SLS lesson, click the link and follow the instructions.

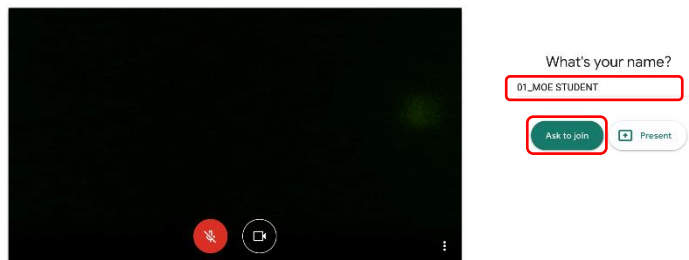
1. Using your Chrome browser, click on meeting link given by your teacher.





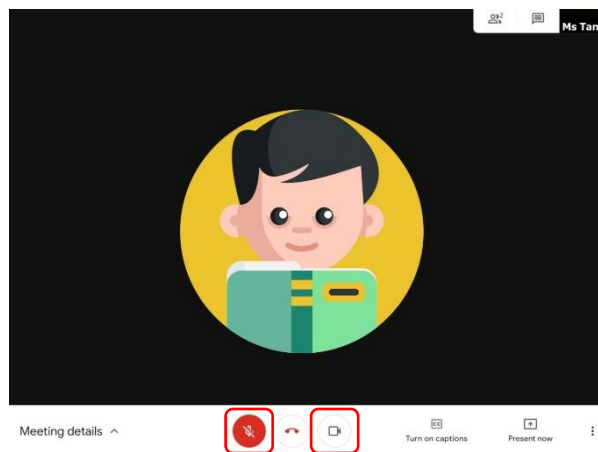
2. If Google Meet asks for access to your microphone and camera, click **'Allow'**.



3. Key your name in this format: **Index Number_Full Name**. Click **'Ask to Join'** and wait.



4. Once you see this screen, you would have joined the meeting. Click  to mute your audio, and  to switch on your camera. Upon joining, wait for your teacher's instructions.



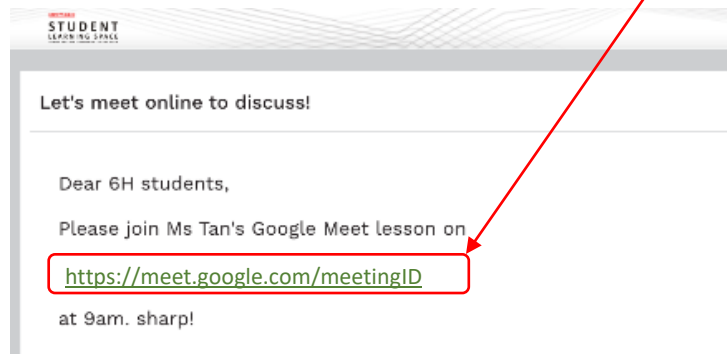
It is important to key in your name in the format: Index No_Full Name because your teacher will only admit you into the meeting room if he/she is able to identify you.



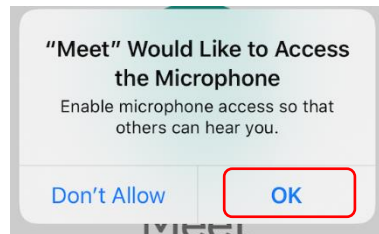
For other devices

These devices include iPhones and iPads, or Android phones and tablets.

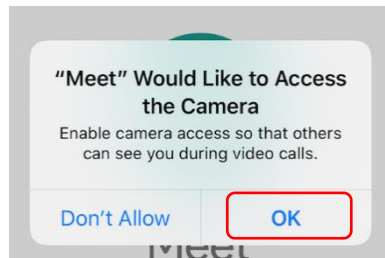
1. Using your Chrome browser, click on meeting link given by your teacher.



2. If Google Meet asks for access to your microphone, click 'OK'.



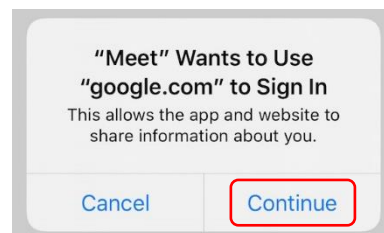
3. If Google Meet asks for access to your camera, click 'OK'.



4. Click 'Sign in' after the application is launched.



5. Click 'Continue' when prompted.





If you do not have a Google account, do consider using a desktop computer, laptop or Chromebook instead as a Google account is not required for access via these devices.

6. Enter email and password. Click **'Next'**.

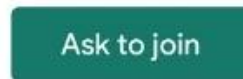
A Google sign-in is required for access on mobile phones and tablets. This is important because your teacher will be verifying your identity through your Google account before allowing you to join the meeting.



Email or phone

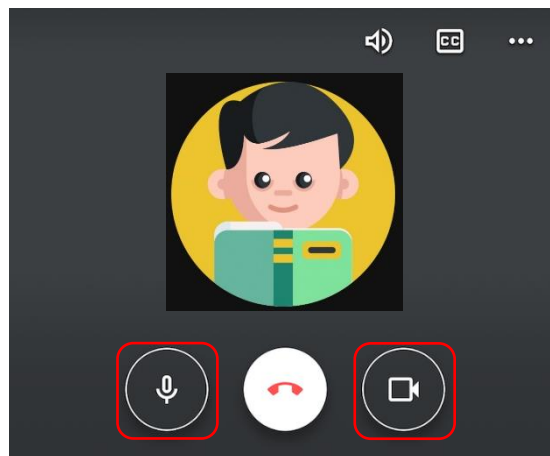
[Forgot email?](#)

[Create account](#) [Next](#)

7. Click **'Ask to join'** and wait. You will join the meeting after your teacher verifies your identity based on the email you have entered.



8. Once you see this screen, you would have joined the meeting. Click  to mute your audio, and  to switch on your camera. Upon joining, wait for your teacher's instructions.



**If your school has a School Managed System/G-Suite Account, you might have to follow different steps to join a Google Meeting.*



Students' Guide on Navigating a Google Meeting



It is important to follow the instructions given by your teacher, as this will enable everyone to effectively learn together.

What should I take note of when participating in a Google Meeting?

Before participating in a Google meeting, here is what you should take note of:

1. Do not share the Google meeting details (given by your teacher) with anyone not from your class.
2. Join the Google meeting from a more public space, e.g. living room, instead of a private space, e.g. bedroom.
3. Be punctual.
4. Be appropriately dressed.
5. Follow class rules for HBL:
 - a. Mute your microphone when you join the meeting
 - b. Switch on your camera to allow your teacher to verify you
 - c. Observe cyber wellness, e.g. respect others by using appropriate language and not sending inappropriate content to your peers
 - d. Key in your name in a standard format for easy identification, e.g. Index Number_Full Name

How do I actively participate in a Google lesson?

Just like a lesson conducted in the classroom, your active participation is important for you to learn effectively. You may control the video and audio function during the lesson to participate during the lesson.



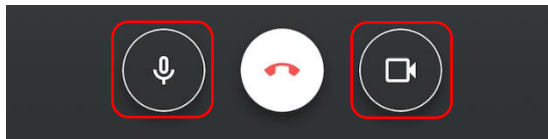
Control Audio and Video

Your teacher might require you to:

- verbally raise a question, respond to a question or to share your views
- switch on/off your video during the meeting

The audio and video functions can be found at the bottom of the screen.

- If you wish to mute/unmute your audio, click the microphone icon.
- If you wish to start/stop video, click the video camera icon.



Leaving a Google Meeting

To leave a Google meeting, click 

