



Video Conferencing Tutorials

Google Meet
West Essex Regional School District



Video Conferencing Etiquette

- Join the meeting **at the scheduled time**
- **Mute your microphone** until you need to use it.
- **Be mindful of your surroundings** if you turn on your camera. What's behind you?
- **Your space and dress should be school appropriate**
- Be as engaged and focused on the lesson as you would be in a classroom
- Remember **everyone can see the chat**.
- Students will be removed for inappropriate behavior.



How to Use Google Meet

How to Join a Meeting:

<https://support.google.com/a/users/answer/9303069>

How to Change Settings:

<https://support.google.com/a/users/answer/9302964>

How to Use Chat:

<https://support.google.com/a/users/answer/9308979>

★ **The three dots menu in the bottom right corner will access controls**