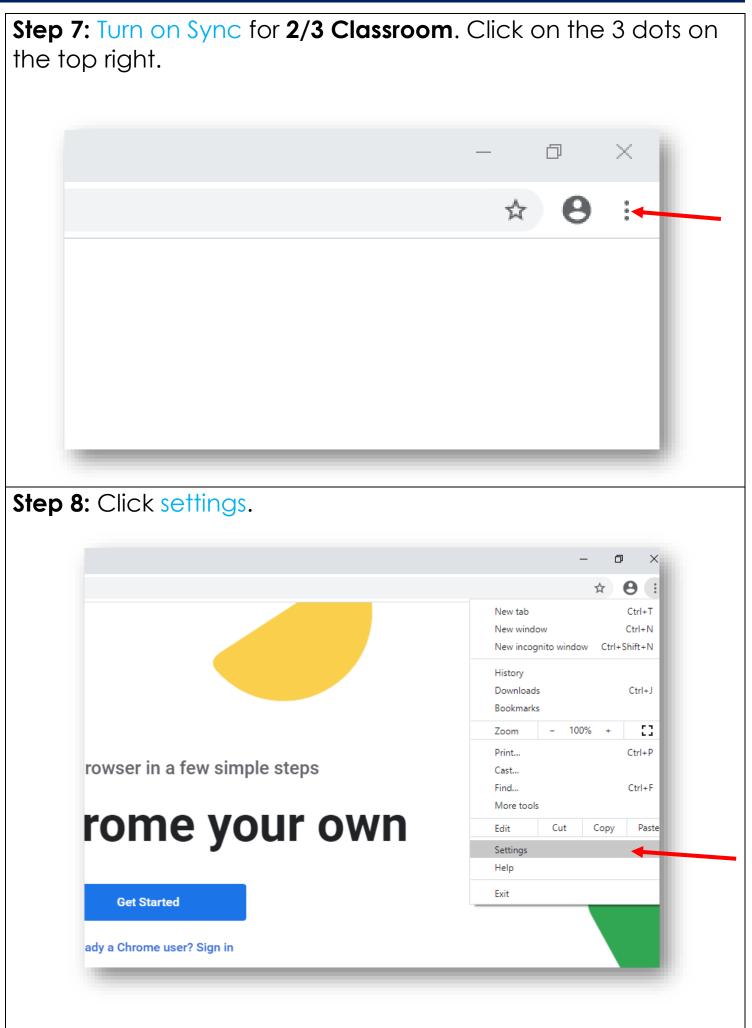


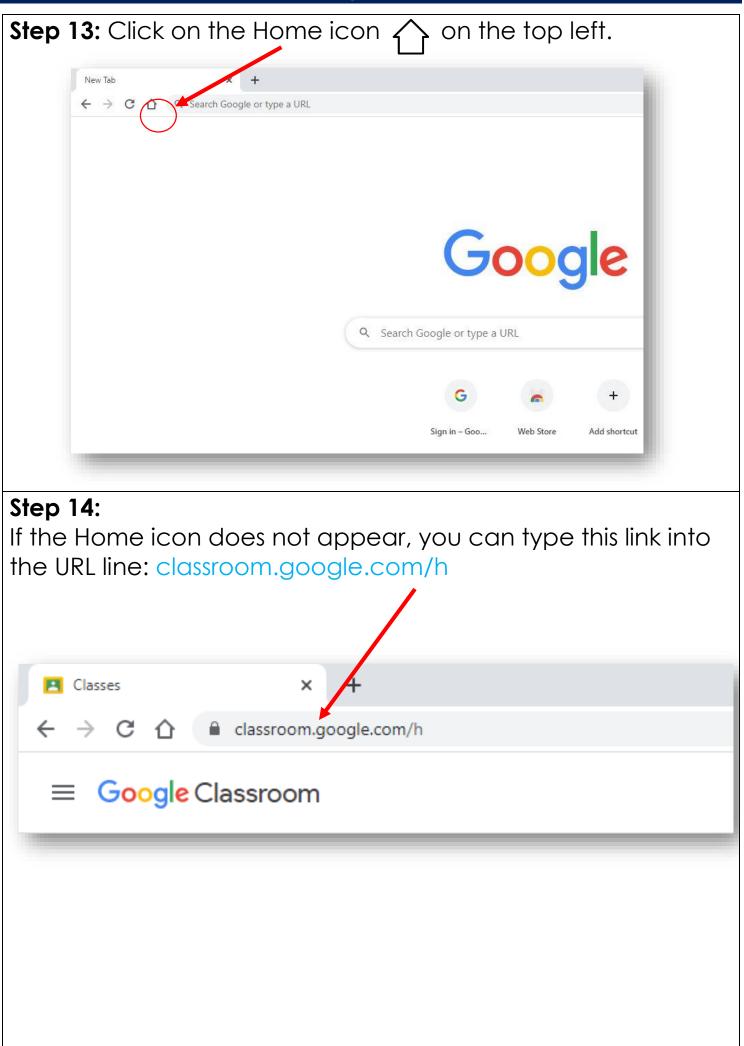
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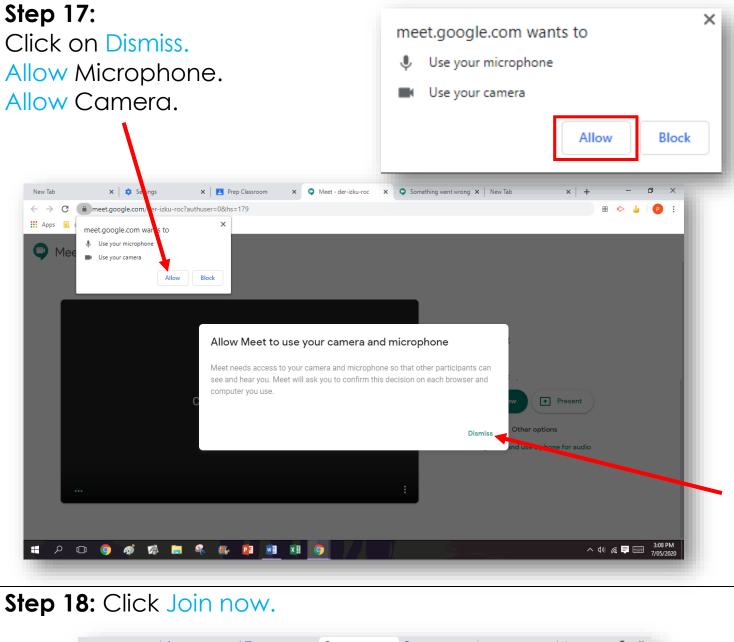
### Step 9: Click Turn on Sync

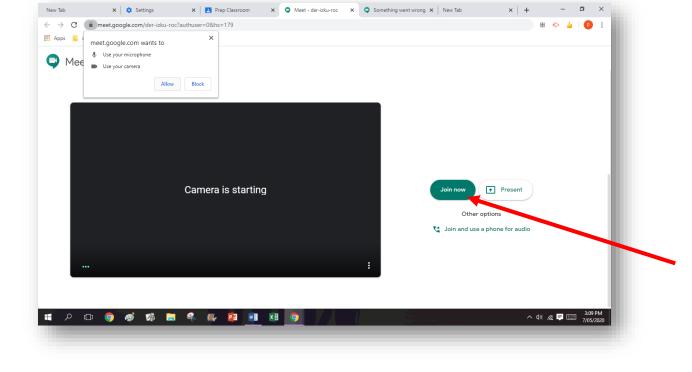
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#### Step 11: Enter the password: 23classroom. Then click Next. Google Welcome 23classroom@olwkingsbury.catholic.edu Enter your password -23classroom 0 Forgot password? Next English (United Kingdom) 👻 Help Privacy Terms Step 12: Click on Link Data, then click on Yes, I'm in. Link your Chrome data to this account? This account is managed by olwkingsbury.catholic.edu.au You are signing in with a managed account and giving its administrator control over your Google Chrome profile. Your Chrome data, such as your apps, bookmarks, history, × New Tab +× passwords, and other settings will become permanently tied to 56classroom@olwkingsbury.catholic.edu.au. You will be able to delete this data via the Google Accounts Dashboard, but you will not be able to associate this data with another account. Learn more Link data Cancel Turn on sync? Sync your bookmarks, passwords, history, and more on all your devices Google may use your history to personalize Search, ads, and other Google services You can always choose what to sync in settings. Settings Yes, I'm in Cancel Web Store Add shortcut



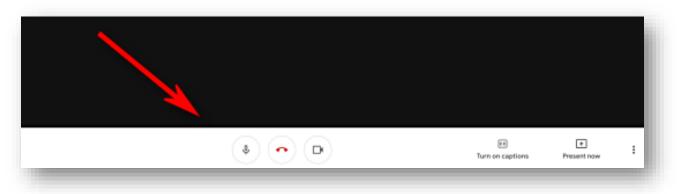
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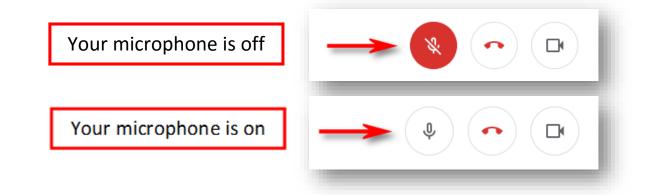


**Step 19:** Mute your microphone. Once you have joined the Google Meet, you will need to mute your microphone.

Hover or put your mouse cursor over the bottom edge of the Google Meet window until the microphone/call toolbar pops up. If you are using the iPad, tap the bottom edge of the screen and the toolbar will appear.

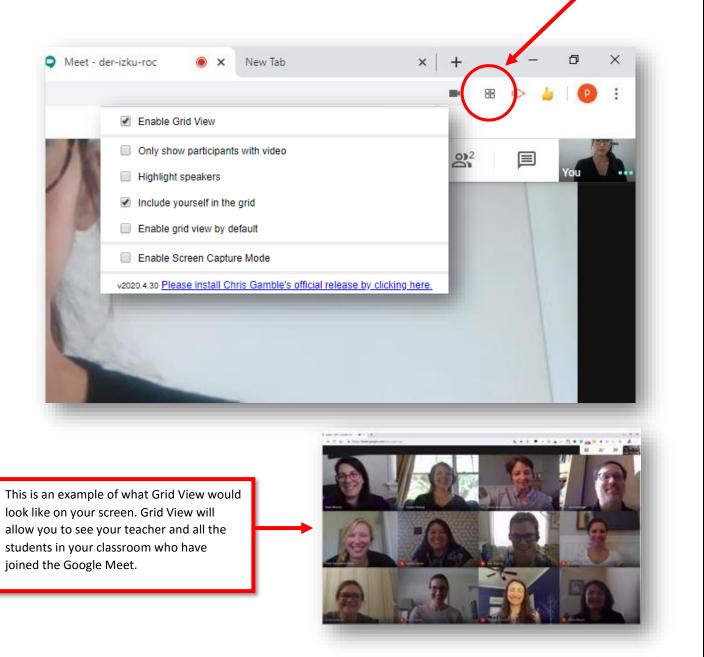


On this toolbar, you will see three large circular buttons in the middle. To turn off (mute) your microphone, click or tap on the button that looks like a small microphone icon. This icon will turn red. **When your teacher asks you to speak**, turn your microphone back on (unmute) by clicking on the microphone button in the toolbar again.



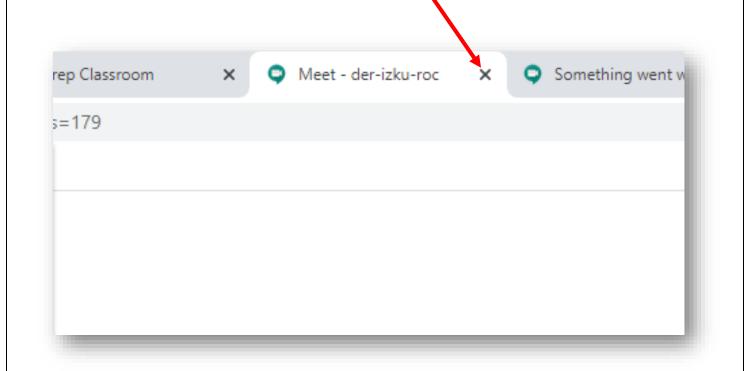
During the Google Meet, we need to be polite and avoid adding noise while other people are talking. Raise your hand if you would like to speak. Only unmute your microphone when the teacher tells you to. Please note: Your teacher can mute your microphone but cannot unmute you. You will need to unmute the microphone yourself before speaking.

**Step 20:** How to see everyone in the Google Meet. You will only see your teacher on the screen. To see everyone on the screen, click on the Google Meet Grid View on the top right and check the box **enable grid view**:



Please note: this function will only work if you are using a PC computer/laptop, Mac Book or Chrome Book. If you are using an iPad, you will only see one person (the teacher or whoever is talking) on your screen.

**Step 21:** At the end of the meeting, click the **x** on the Google Meet tab to leave the meeting. Your teacher will be the last person to leave the Google Meet.



# Repeat steps 1 – 21 to join a meeting in a different classroom

If you have a brother or sister at the school who will be using the **same computer** to join a meeting, you will need to Turn off sync, and start the process again.

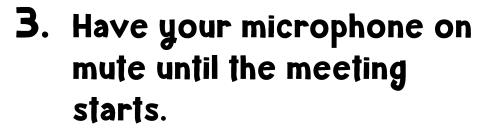
Your brother or sister in a different class will have to use a different username and password to join a meeting. See steps 1 - 21.

If you do not share your computer with anyone else, **you do not need** to turn off sync. Leave the same account signed in so that you can use the computer for the next social catchup in Google Meet.

# **Expectations when using Google Meet**



- **1.** Be on time for the meeting.
- **2**. Be dressed in appropriate clothing for the meeting.





- Raise your hand if you would like to speak.
- 6. Be respectful to others talking.
- 7. Turn your microphone on when it is your turn to talk.



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8. Turn your microphone off when others are talking.



