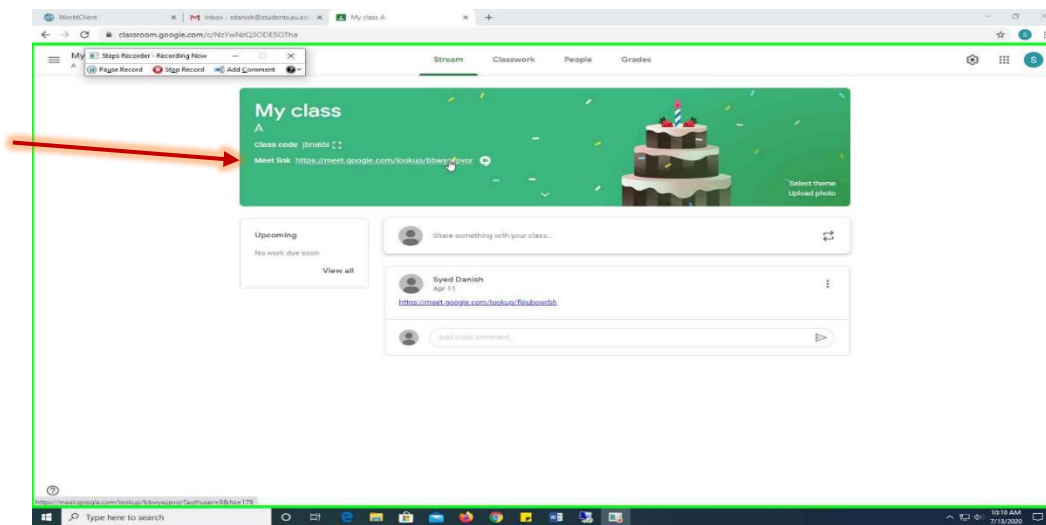


# Guide : Google Meet

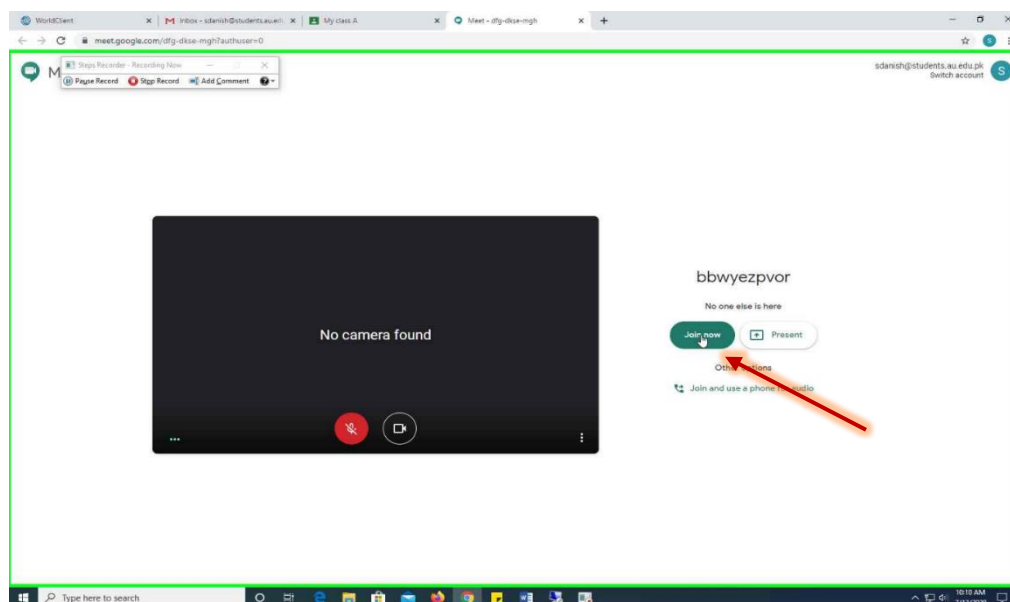
- a) How to Use Google Meet
- b) How to reset Google Meet link in case it is not visible

## (a) How to use Google Meet

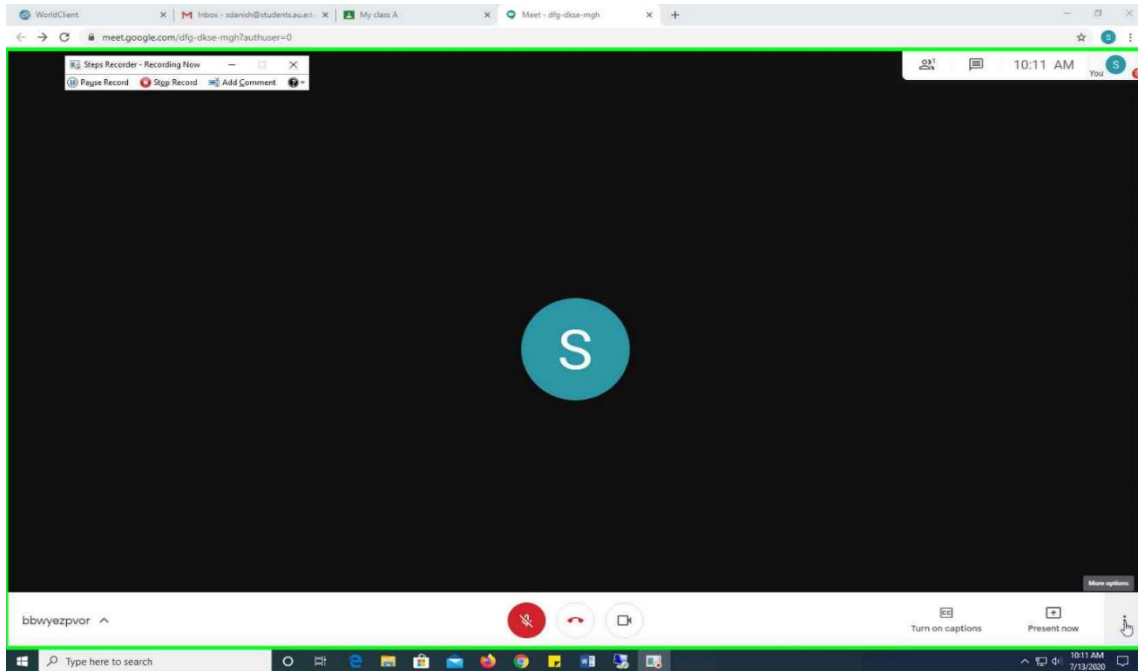
- Open your Google Classroom
- Under the Class Code, you can see the Google Meet Link . Just click the link to start your Meeting
- Your students will also find this link on the same place and can join the meeting from there.



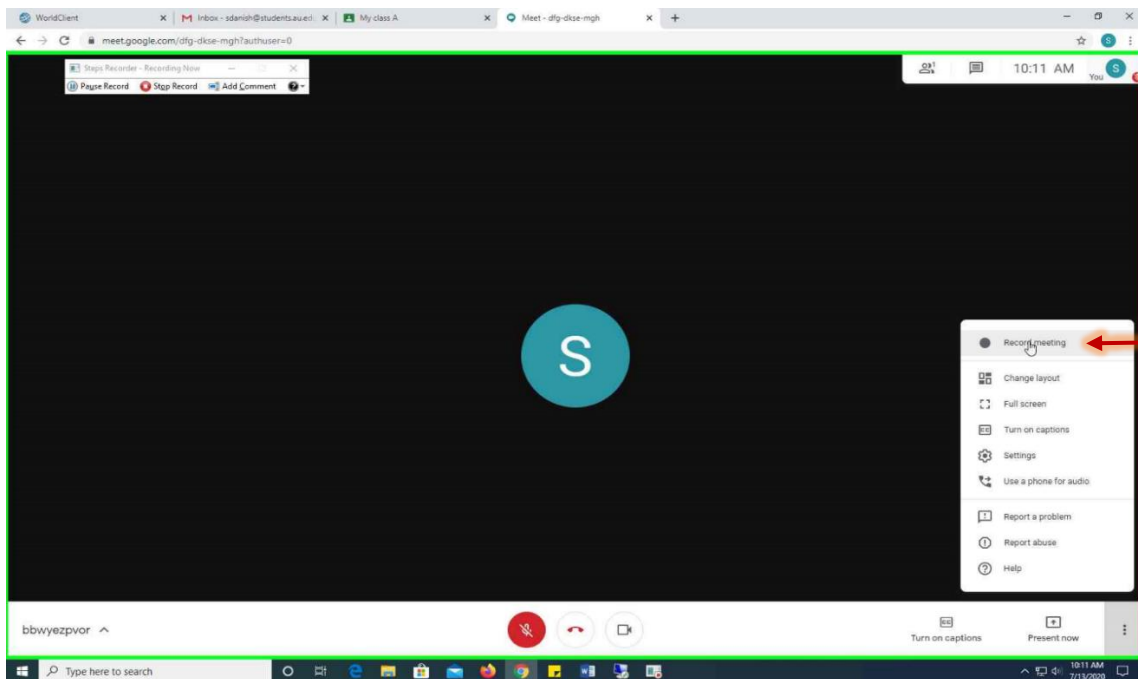
Click on Join now to start the meeting



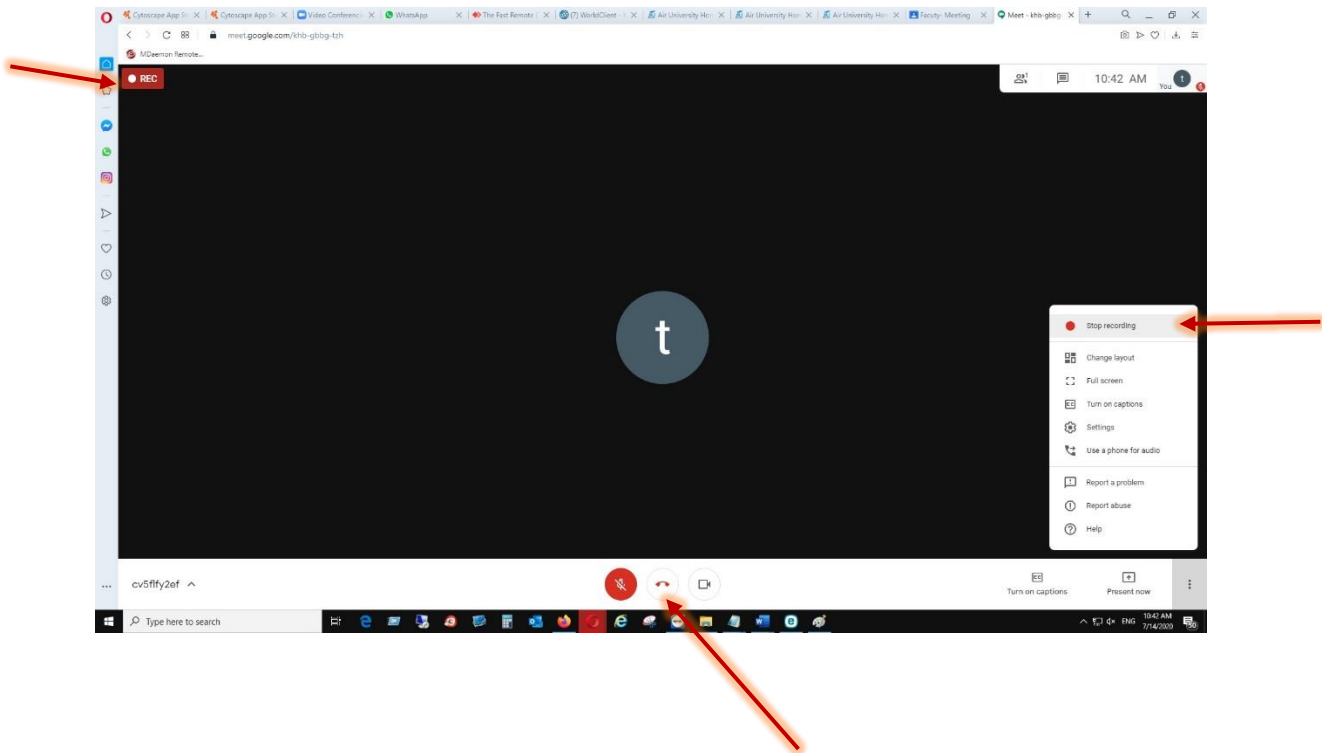
Click on 3 vertical dots to open the Meeting options



Click on "Record meeting" to record the meeting. After that, a red "Rec" button will appear on your screen showing that recording has been started.

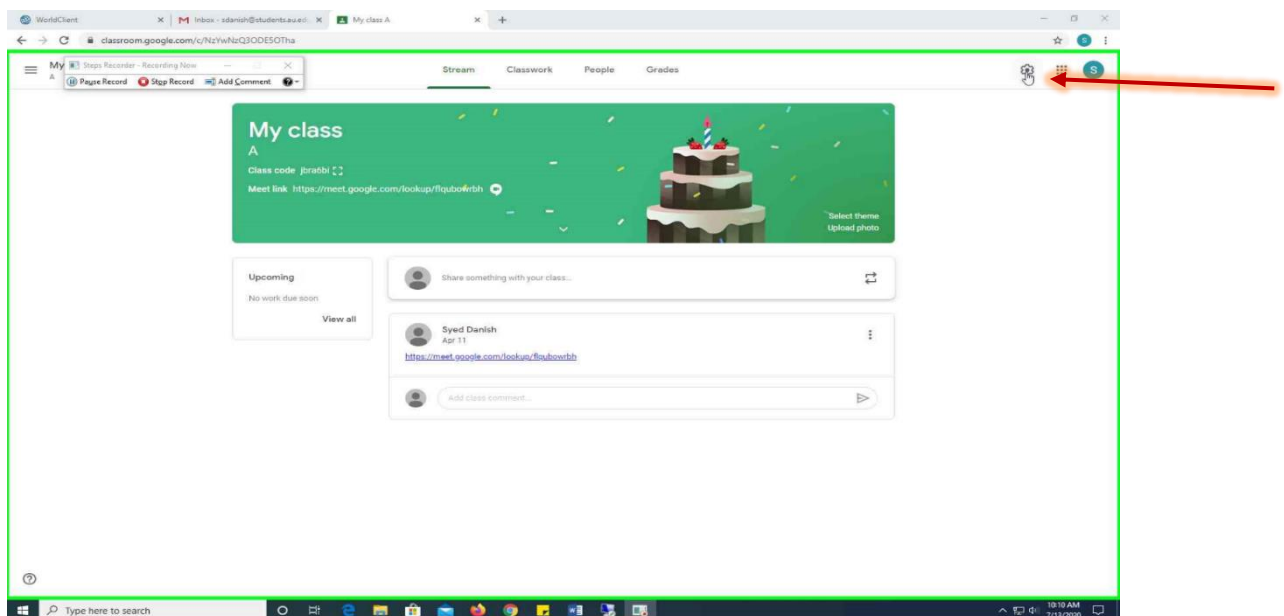


After your meeting, please remember to “stop recording” and press “End Call” . If you will not follow the steps, record meeting option may not be appeared next time.



## b) How to reset Google Meet link in case it is not visible (Please also follow the same steps in case recording option is not visible)

- On the top right corner of your google class, you can see the “gear icon”, click it to open the Settings.



- Click the “Meet” link and press Reset the link.
- Make sure that the “visible to students” option is also turned on.

