



Google Meet Family Guide

Google Meet is the video conferencing platform that has been selected by the Oxford Academy and Central School District for use by students and teachers. This platform allows people to connect using their computer, tablet, smartphone, or even a regular telephone line.

How to Connect

1. Teachers will share a link to a google meet. This is a URL that looks like this... meet.google.com/fdy-gqrg-pec.
2. You can also use a telephone number and pin that will allow you to connect by voice only.
3. Once you click on the link, or type it into a web browser, you will be taken to the meet home screen. Click "join now" to enter the Meet.

Controlling Your Microphone and Camera

1. Click on the microphone icon to mute and unmute yourself.
2. Click on the camera icon to stop sharing your video feed.



To See Who is in the Meet

1. Click on the people icon in the top right corner.
2. You can now see everyone who is participating.



To Chat

1. Click on the chat icon in the top right corner.
2. Type messages that will be seen by all participants.



To Share Your Screen

1. Click on “Present now” at the bottom of the screen.
2. Select “Your entire screen”
3. Click on the small picture of your screen in the pop-up window that appears.
4. Click “Share”



To End the Meet

1. Click on the telephone icon.



Troubleshooting Audio and Video

1. Click on the three dots in the bottom right to test your equipment and select from multiple devices.
2. Select “Settings”.
3. To check the microphone begin speaking. If the bars begin moving in response to your voice, your microphone is working.
4. To check your speakers, click on “Test” to hear a sound. If you hear the tone, your speakers are working.
5. To check your video, select the “Video” tab at the top. If you see your camera feed, your camera is working.
6. If your internet is slow, you can select “Use my phone for audio” to use your telephone to listen and speak during the Meet while watching the video feed.

If you need further assistance, please contact us!

Oxford Academy and Central School Technology

Jennifer Davis – jdavis@oxac.org / 607-843-2025 ext:3248

If no one is available, leave a message and someone will return your call. Calls made after 3:00 PM will be returned the following business day.