

Google Meet is used for online meetings, lessons, interviews, and collaboration.

Join a meeting

1. Open the Meet link from your ISB email, Calendar event, Classroom, or message.
2. Check your camera and microphone before joining.
3. Select **Join now** or **Ask to join**.
4. Keep your microphone muted when you are not speaking.

Start a meeting

1. Open [Google Meet](#) with your ISB account.
2. Select **New meeting**.
3. Choose the available meeting option.
4. Share the meeting link only with the intended participants.

During the meeting

- Use the microphone button to mute or unmute.
- Use the camera button to turn video on or off.
- Use **Present now** to share your screen or a window.
- Use captions when helpful.
- Leave the meeting when finished.

Audience: Everyone

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