# Simple instructions for using Google Meet

➢ **Please use the browser Google Chrome or Safari for hassle-free experience with Google Meet.**

➢ **Everyone is requested to use headphone / earphone to avoid problem of echoing.**

➢ All the participants will be provided Google Meet links through their registered emails.

➢ Upon clicking the link a Google Meet tab will open on your browser. (If you are using android phone or ipad, you need to install Google Meet app. The link will lead you to the app directly.)

➢ **It is requested to switch off your audio and video at this step by clicking the two buttons as shown by the blue mark in the picture.**
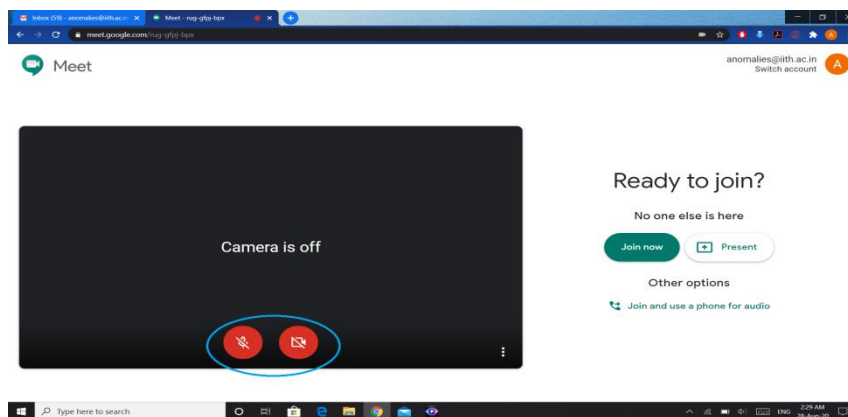

➢ After that all the participants **including the speaker** will join the meeting by clicking the green coloured **"Join now"** button. **Please do not click the "Present" button.**
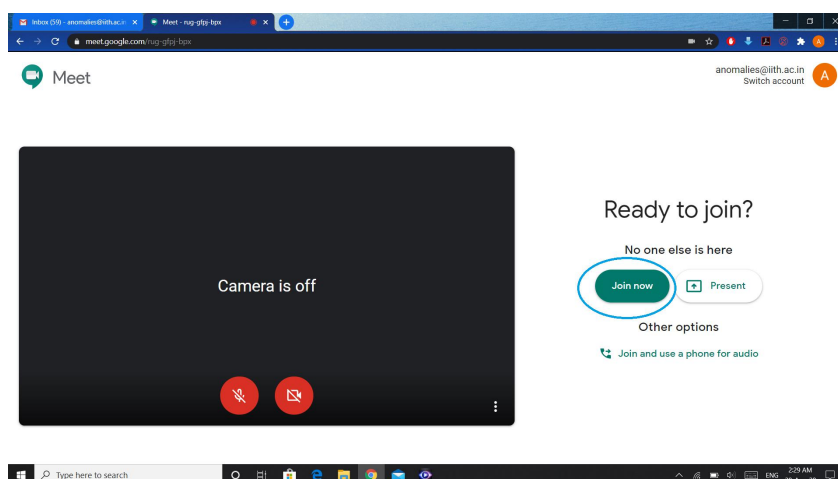

➢ Now, you have entered the meeting. Enjoy the conference. For any comment or query, please unmute yourself by clicking the left red button. Please do not forget to mute the audio once you made your comments. **All are requested to question or comment only after the talk is finished.**
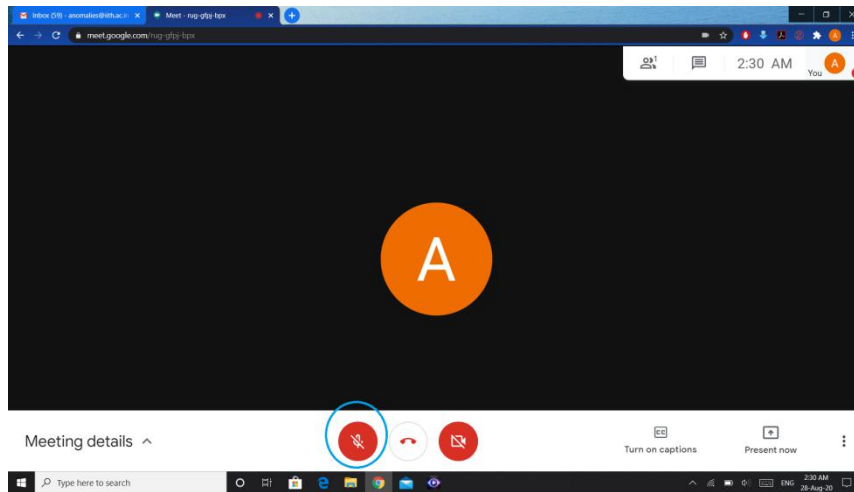
- **Please do not try to record any of the talks on your own.** Depending on the consent from individual speaker, the organizers will record them and share with you.

- **Now, the speakers are requested to click on the "Present now" button at the bottom right corner.**
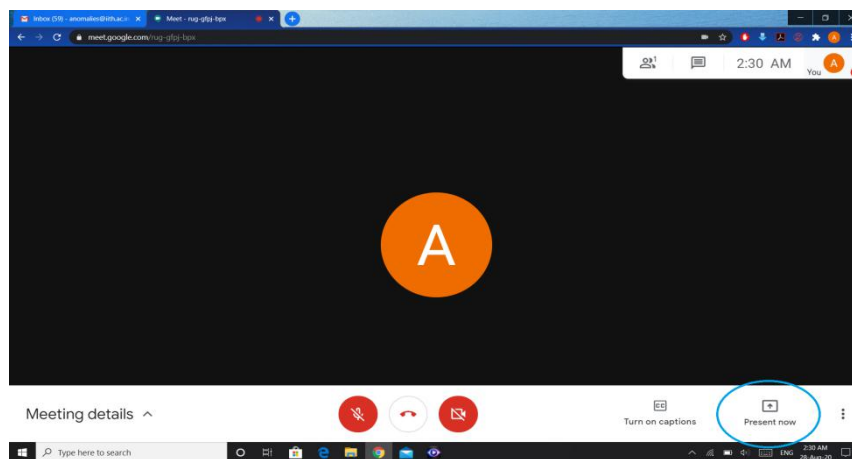
- **A new panel titled "Present"will pop up. Please choose the suitable option. We would recommend to choose the "Your entire screen" option.**
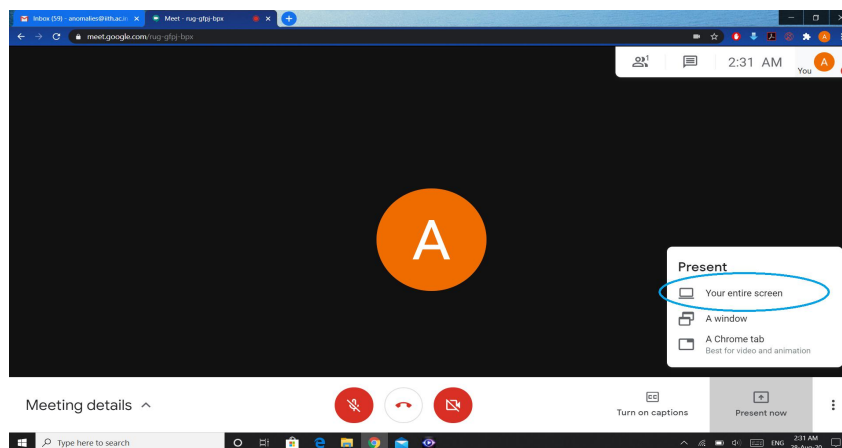
➢ **Again a new panel titled "Share your entire screen" will appear on your screen. Please click on the image of your screen in the panel and then press the "share" button.**
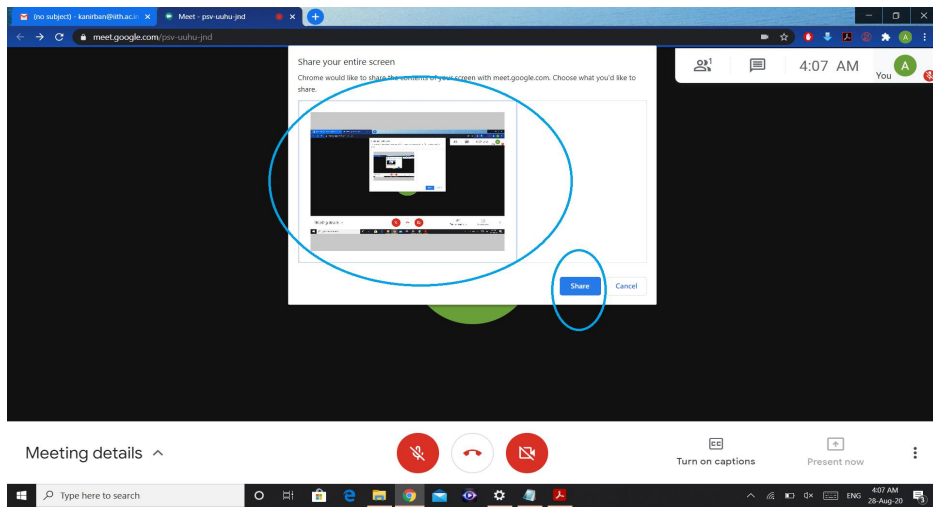
➢ **Now, your screen is visible to all the participants. Please open your presentation file and make it "fullscreen". Also, please do not forget to unmute yourself before starting your talk.**