How to Attend a Meeting with Google Meet

Multnomah County uses Google Meet for virtual meeting and video conferencing.

Joining a Google Meet Meeting Using a Laptop or Desktop Computer

Google Meet is compatible with all modern web browsers, but seems to work best with the Google Chrome Browser. If you don't have Chrome on your computer, click <u>here</u> to download it.

A Google Account (@gmail.com) is not required to join a Google Meet by computer web browser when the Meeting is created by Multnomah County staff.

Steps to Join a Google Meet

- 1. You will receive an email from a Multnomah County staff member inviting you to a Google Meet meeting. The email will include:
 - a. The date and time of the meeting
 - b. A link to the Google Meet (example: https://meet.google.com/jzy-wvtb-mhu)
- 2. At the time of the meeting, open the Google Meet link you received in the email invitation. You should see a page like the one below:





- a. Click on the Join Now button.
- b. Wait for a Multnomah County staff person to allow you into the Meeting.

Joining a Google Meet Meeting Using a Smartphone or Tablet

Requirements

- 1. To use Google Meet on your smartphone or tablet, you will need to download the Google Meet App from your device's App Store (Apple App Store or Google Play). The Google Meet app is free.
- To use the Google Meet app, you will need a Google Account (@gmail.com). If you do not have a Google Account, please <u>Create a</u> <u>Google Account</u>.
- 3. Open the Google Meet App.
- 4. When asked, approve access to both the camera and microphone.
- 5. Login to the Google Meet App using your Google Account information.

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- 2. At the time of the meeting, open the Google Meet link you received in the email invitation. The Google Meet App should open automatically and connect you to the meeting.
 - a. Wait for a Multnomah County staff person to allow you into the Meeting.

For more information or assistance, please visit Google's help site: <u>https://support.google.com/meet/?hl=en#topic=7306097</u>