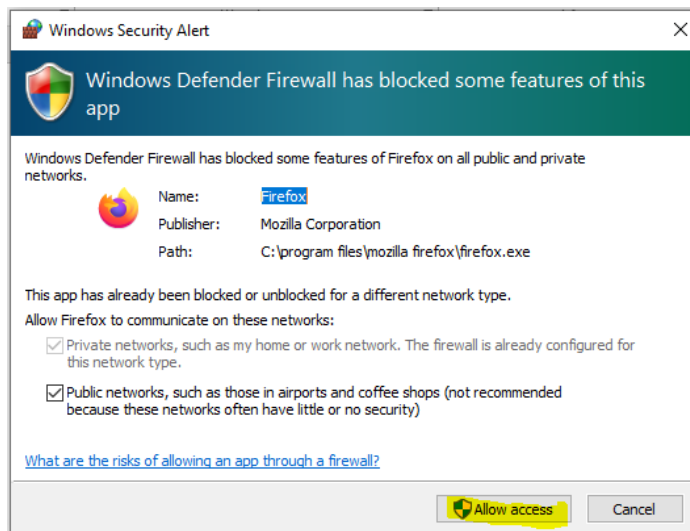


## Join a virtual room with Google Meet

You can join the virtual room only by clicking the link in the letter sent to you, including when using a smart phone.

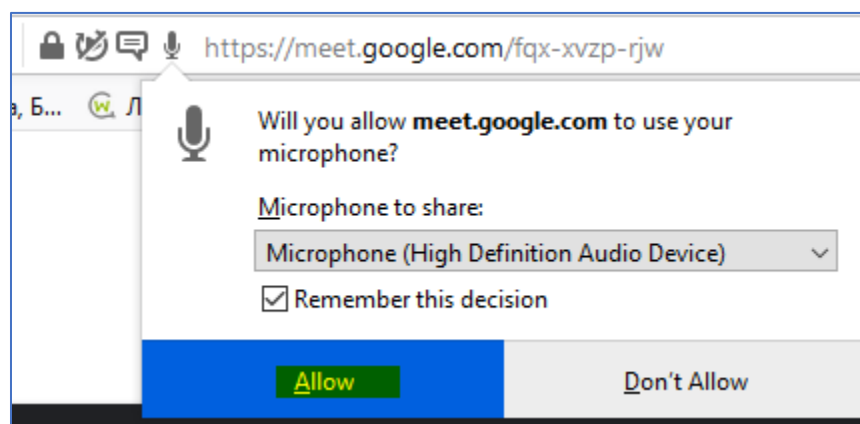
**If you cannot turn on your microphone and camera after joining the virtual room, please follow the steps below:**

- 1. Click the link to access the Google Meet virtual room in your web browser. We recommend to use Mozilla Firefox or Google Chrome browsers on MS Windows.**
- 2. Set the permission to use a browser from the MS Windows Firewall, if it is necessary.**

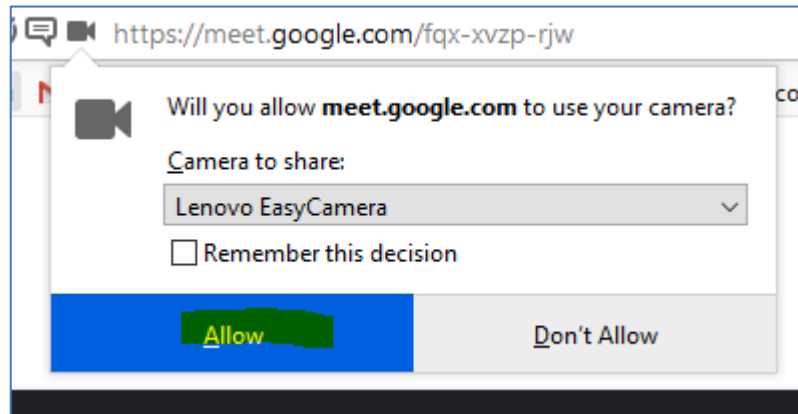


### **3. If you are using Firefox, you need to:**

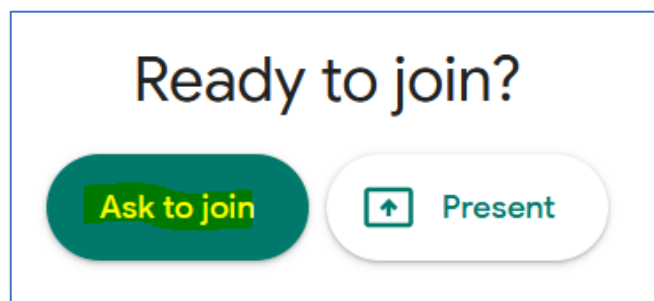
- 3.1. Set Allow permission to use the microphone on your computer:**



3.2. Set Allow permission to use the camera on your computer:

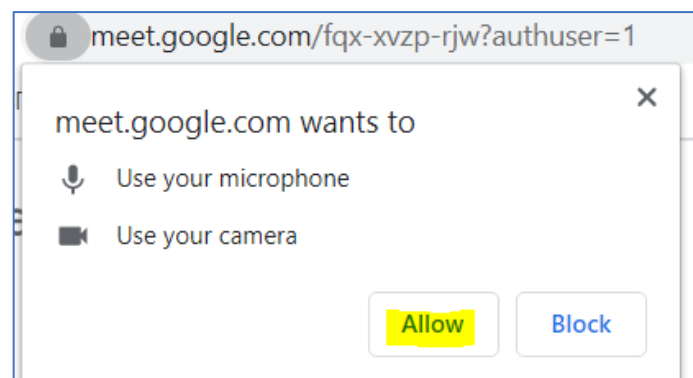


3.3. Apply to join the virtual room and wait for approval from the room administrator:

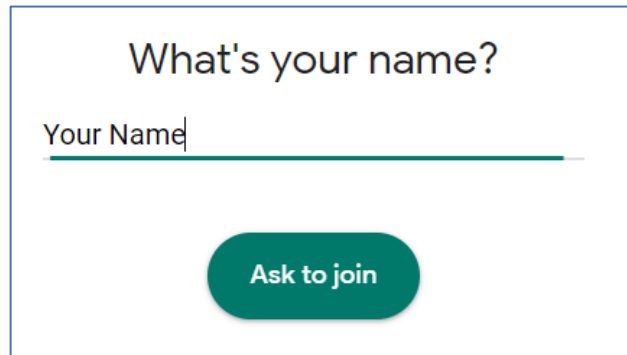


**4. If you are using Google Chrome, you need to:**


4.1. Set permission to use the camera and microphone on your computer:

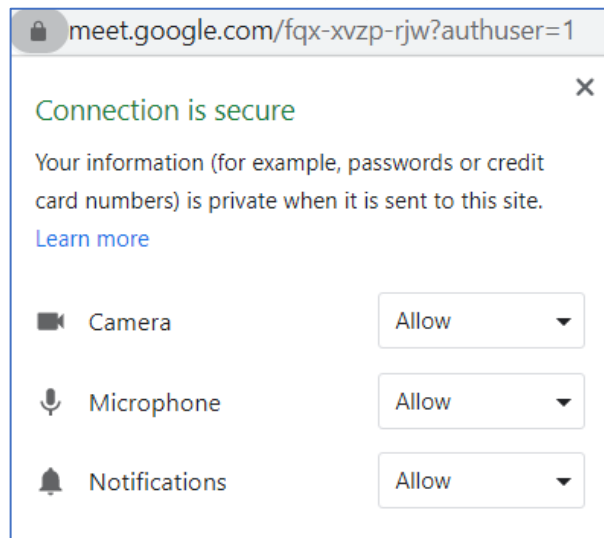


4.2. type your names to apply for approval to enter the virtual room:

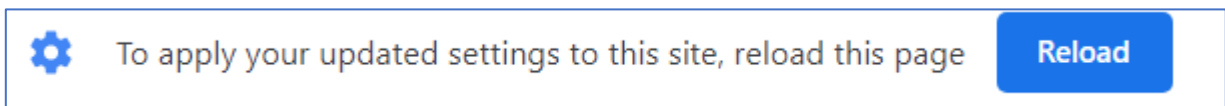


A screenshot of a web form titled "What's your name?". Below the title is a text input field labeled "Your Name" with a green underline. Below the input field is a green rounded button with the text "Ask to join".

4.3. if you forgot to set Google Chrome camera and microphone permission, you need to select the site info view button , then you need to edit the settings and reload the page:



A screenshot of a Chrome browser site info notification. The address bar shows "meet.google.com/fqx-xvzp-rjw?authuser=1". The notification title is "Connection is secure" with a close button (X). The text below reads: "Your information (for example, passwords or credit card numbers) is private when it is sent to this site. [Learn more](#)". Below this are three settings rows: "Camera" with an "Allow" dropdown, "Microphone" with an "Allow" dropdown, and "Notifications" with an "Allow" dropdown.

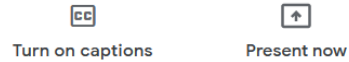


A notification bar with a gear icon on the left, the text "To apply your updated settings to this site, reload this page", and a blue "Reload" button on the right.

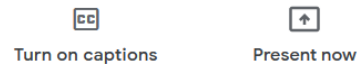
## 5. We recommend during the online session:

5.1. to mute your microphone when not in use to reduce the microphone effect, the first of the three popup buttons at the bottom of the browser:

A) when the microphone is on

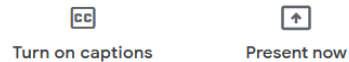


B) when the microphone is off

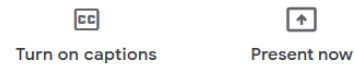
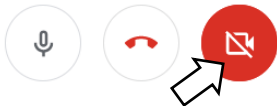


5.2. if you do not want to share your camera, turn off the camera by pressing the button to the right (third) of the popup at the bottom of the browser:

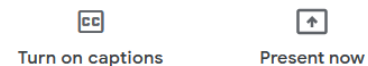
A) when the camera is on



B) when the camera is off



5.3. use the middle button when you want to end your session



## 6. If you need to present during the session, it is necessary:

6.1. Click on “Present now” button:



6.2. Choose whether session participants see the full screen on your computer or just a window of your choice:



6.3. Allow the browser to share the screen or a specific window:

