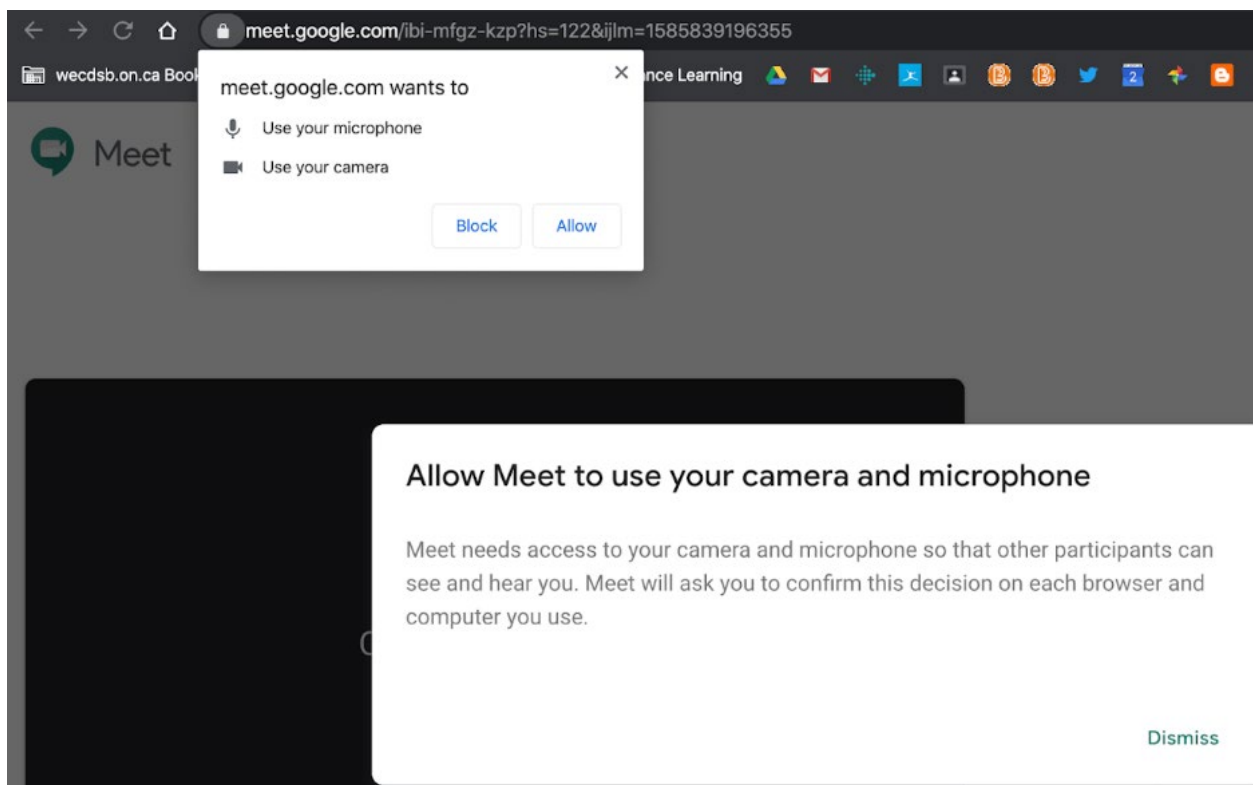## Step 1: Click Invitation to Join Meet

The link the MCCC staff/faculty sends you look slightly different, but here is one example of what it might look like:

meet.google.com/izu-tdrs-aqu

Step 2: Allow Access

Google Meet will ask you to allow your devices microphone and computer.   By clicking allow you will have the option to access these tools during Google Meets.
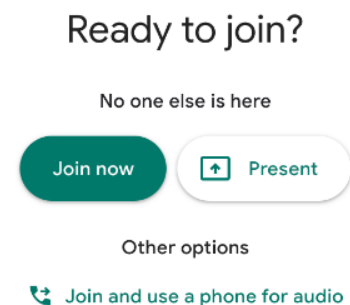

NOTE: Once access is allowed, you still have the capability to manually turn the microphone and video off within each Google Meet.
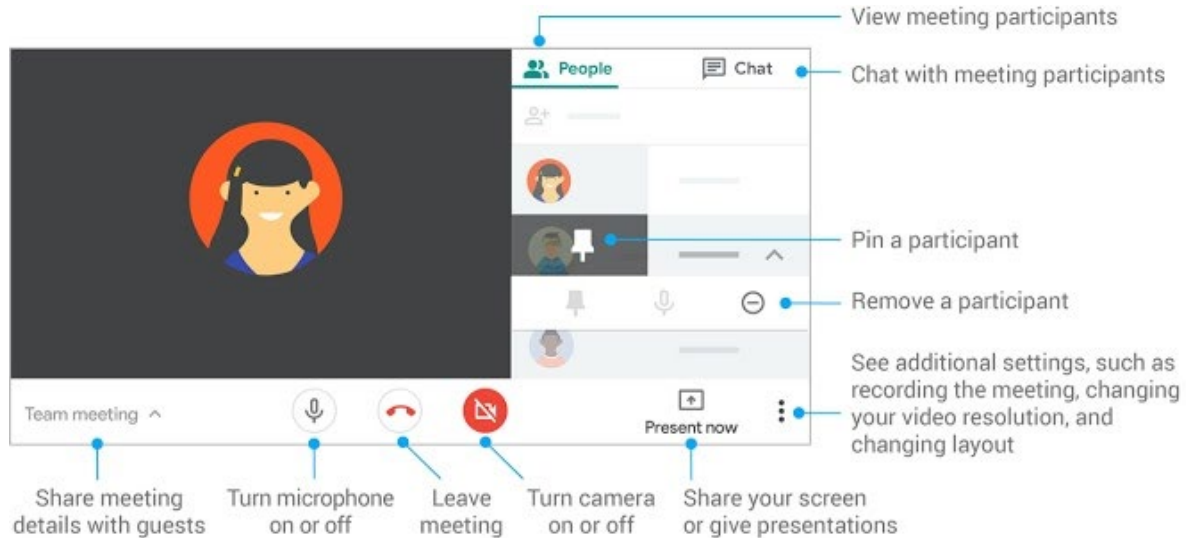
Step 3: Join the Meet

When ready, click JOIN to enter the Google Meet

NOTE: You may be provided with a Meeting Code. Click on the plus (+) sign and enter code

+   Join or start a meeting

Step 4: Google Meet Options

From your device you can control the following:

1. **Microphone:** Clicking on the microphone allows you to toggle between accessing your microphone and muting it.

2. **Phone:** Clicking on the red phone receiver will end your call. (NOTE: If you click this in error, you return to the original link and join again)

3. **Video:** Clicking on the video camera allows you to toggle between accessing your devices camera and turning it off. When accessed, those in the call will see you.

4. **Turn on Captions:** Clicking the captions icon will turn on Close Captions and show a text version of the audio being shared.

NOTE: If you are unable to hear the meeting participant, please check your device to ensure your speaker volume is **not muted.**