



GOOGLE MEET ETIQUETTE

1

Find a quiet spot in your home. When you enter the MEET have your microphone muted until the teacher provides further direction.

2

Don't take pictures, screenshots, or post pictures of your online class.

3

When you have a question/comment, raise your hand or use the CHAT feature.

Let one person speak at a time - wait for the teacher to let you know it's your turn to speak. When called upon to speak, unmute your mic before sharing.

4

About using chat -

- use the chat for asking questions
- when responding to someone in the chat, please put their name first
- keep the chat stream on topic, kind, and respectful

5

Keep your webcam on unless your teacher gives you different instructions.

When your camera is on refrain from eating, chewing gum, and doing distracting actions/movements.

When the meeting is over, click the red phone image at the bottom of your screen to exit.