## 1. Visit <u>https://meet.google.com/</u>.

If you haven't signed in yet, please sign in using your Google or UPM account. If you have already signed, please refer to step No. 2.



2. Click on "Join or start a meeting". A prompt box will appear. To start your own meeting, enter your desired nickname or leave blank. And click "Continue"



3. Please allow Google Meet to access your device's camera and microphone by clicking "Allow".

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Allow Meet to use your camera     Meet needs access to your camera so that other participants can see you. Meet will ask you to confirm this decision on each browser and computer you use.     Image: Comparison of the participant of the partipant of the participant of the participant	

4. Click on "Join Meeting".



5. A prompt box will appear. Copy the joining info by clicking "Copy Joining info"

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		Meeting nickname (Can only be used within Universiti Putra Ma	laysia)			
		Share this info with people you want in the meeting				
		https://meet.google.com/zow-wmct-koc				
		Dial-in: (US) +1 475-522-0344 PIN: 326 501 001#				
		Copy joining info				
		Add people				

6. Share the joining info with students via email, Putrablast or Whatsapp.

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7. When a student joins the Google Meet, a notification will prompt. Please click "Admit" allowing the student to join the call.



8. When all students have joined the call, click on "Present Now" to start the screen sharing.



9. Click on "Your entire screen".



10. A prompt box will appear. Click on the image of your screen sharing.

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Share your entire screen							You	
Chrome wants to share the contents of your screen with meet google.com. Choose what you'd like to share.								
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## 11. Click "Share"



12. You are now starting your screen sharing.

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	meet.google.com is sharing your screen.	top sharing Hide	

13. You can start your teaching; students are able to view your screen and listen to your presentation. They can interact with you with audio.



14. Once you have done your lesson, end your call by clicking "stop sharing" and "Leave call".

