# TECHNICAL GUIDE TO USING GOOGLE MEET

1) Joining a section

We recommend using a laptop to connect, because in this case you do not need to install any programs, and the camera and microphone are also available. In this case, all you have to do is to click the link you get in the programme of the organizers. For optimal use of the program, it is recommended to use the Google Chrome browser, but you can also connect via other browsers as well. In the window that appears, you can request a permission from the session administrator to login. In some cases, this will require to enter your name and then click the "JOIN NOW" button.
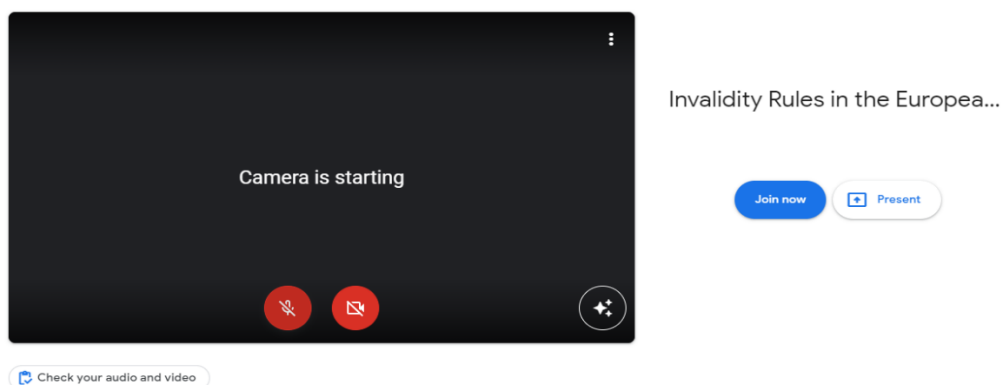

In the online section you will access the following functions: Drag the cursor to the bottom of the page to see the power button for the camera and microphone, including the exit button. Please turn off your microphone as long as you do not wish to comment on the conference topics in order to eliminate possible sound effects. Another function of the Google Meet is the chat interface, which can be found on the bottom right corner, where you can indicate your comments in writing to the members of the section as well.
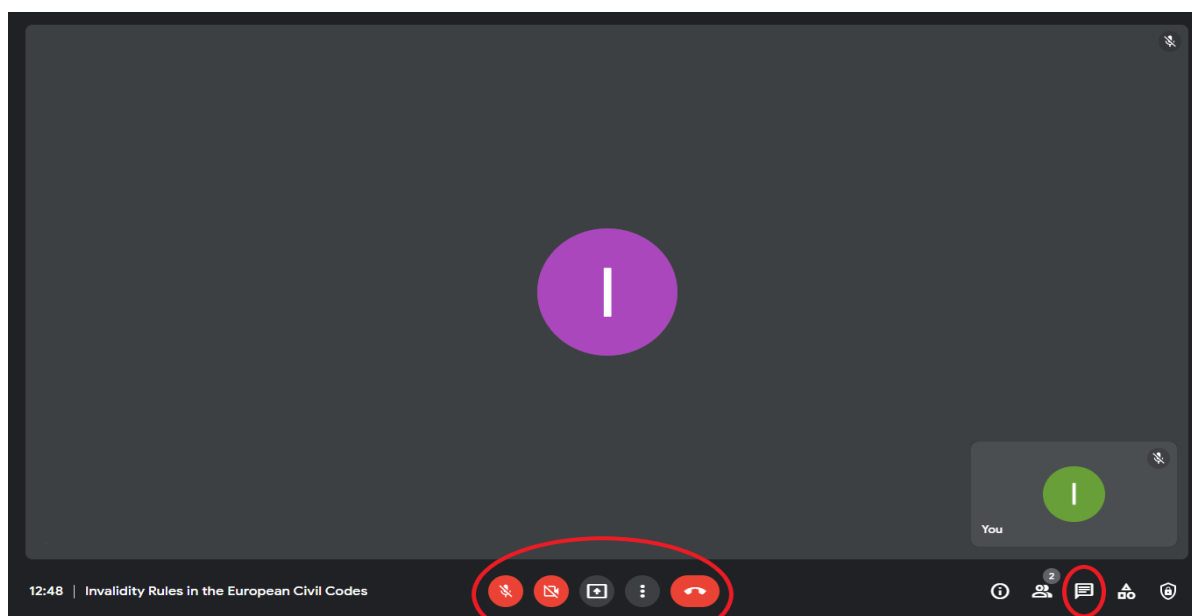
2) Taking a presentation

You can share your presentation with the participants in the Google Meet system. To do this, you need to click on the button labeled "PRESENT NOW" on the bottom of the page, and open your presentation on your own computer in advance. Here, by clicking the "WINDOW" button, you can share the window of the pre-opened presentation, so all participants of the conference can see it. We kindly ask you to only share a window instead of your entire screen to prevent mirroring.
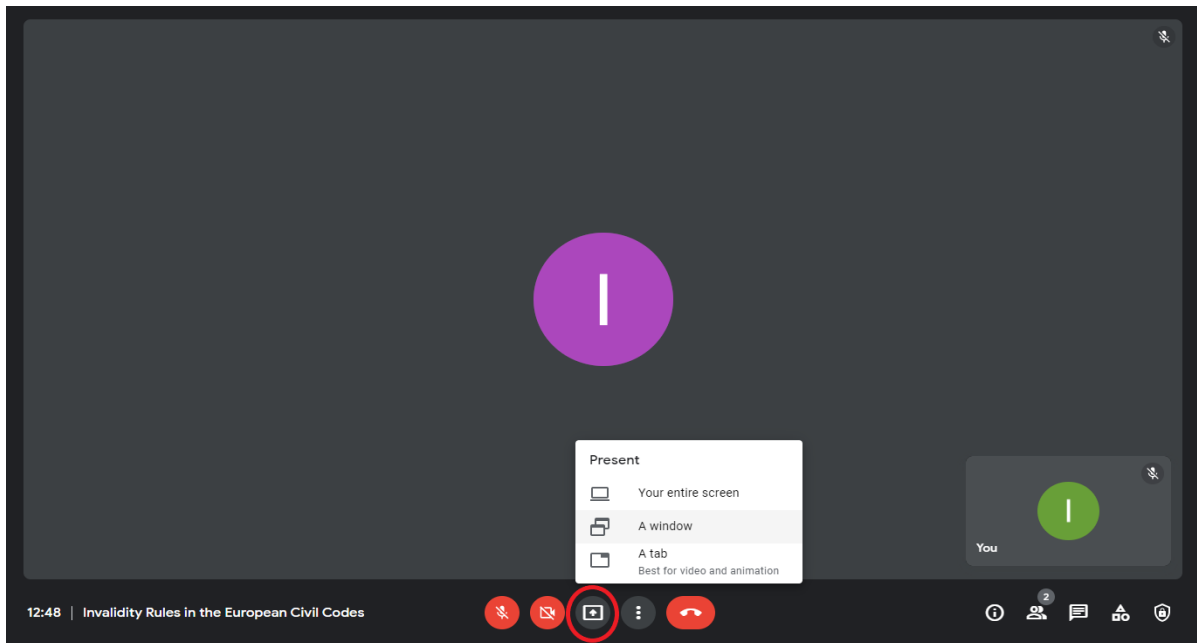
When you have finished your presentation, click the "STOP SHARE" button at the bottom of the screen.