

## GOOGLE MEET ETIQUETTE GUIDE – WOODFORD CEDAR RUN WILDLIFE REFUGE



Welcome to our Google Meet Etiquette Guide! Cedar Run has chosen to use Google Meet as our main virtual content platform for lessons and programs. It may take a bit of getting used to, so we've put together this quick guide for using this program for lessons with Cedar Run.

### ACCESS

#### COMPUTERS

- Use the link provided to join the room.
- If you have a camera or microphone, be sure they are working. We would love to see and hear you!
- If you do not have a camera or microphone, you will still be able to see and hear the program and there is a chat function for you to ask questions and say hi.

#### MOBILE APP

- Mobile app users will need to download the free Google Meet app in order to access the lessons. Once it is downloaded, all future lessons will automatically use that app.
- Use the link provided to join the room.

#### DIAL IN

- Use the provided phone number to dial into the lesson. You will be able to hear the lesson, but not see the video.
- Our lessons are designed to be seen, so while dialing in to the lesson with a phone is possible, the best experience will be using a desktop or the app.

### GENERAL RULES

- Please be on time. We will open the room at least 5 minutes ahead of the designated starting time to allow everyone to gather and lessons will begin promptly.
- Be courteous. We will try to acknowledge everyone during these lessons, but we may miss people sometimes, so please be patient with us.
- There is a Chat function with every Meet room. The chat is for your use during the lesson to ask questions and connect with people. The chat messages will disappear after the room is closed, so be sure to save any information you need.
- Currently, we are not recording any of the Google Meet lessons. If that changes in the future, it would be for internal review only to allow for better programs and we would announce it in the description.
- These lessons can drain the battery of a phone or laptop, so have a power cord handy.

### MUTING

Depending on the lesson and the rambunctiousness of the attendants, we may choose to mute some or all of the participants at the beginning of the lesson. When the microphone is red, you are muted.

- For privacy reasons, you cannot unmute another person. Ask the participant to unmute their audio.
- To mute or unmute yourself, at the bottom of the video window click Mute, the little microphone.
- Phone participants can press \*6 to unmute their phone.
- Any participant can be muted, including people who dial-in using a phone.
- If you join after a certain number of people, you will be muted automatically upon entry.

#### DIAL-IN PARTICIPANTS

- Phone participants always press \*6 to mute or unmute their phone
- If someone else mutes you, you can only unmute using \*6 (this is different than the mute icon on the screen).

If you have any specific questions or concerns, please feel free to email us. Enjoy the lesson!