

## Screen Sharing with Google Meet

1. Log in through your school/district portal.
2. Select Google Drive.
3. Select the Google Apps array to see your apps. Google Meet may be in the “More,” section.
4. Select Google Meet. Select Join or start a meeting. You only need to do this step one time because once you have a meeting code, you can use it over and over.
5. Name/nickname the meeting the student’s name.
6. Turn off the microphone and the video. You can save it as a shortcut on your SmartBoard, teacher laptop, etc. You must use GOOGLE CHROME to access the link.
7. Copy joining info to email to the student or verbally tell them the link (email is better). When you click “Copy joining info,” it automatically puts the link on your digital clipboard. To paste it in an email, open your email and click CTRL + V to paste the link into the email. Click send. You may Allow or Block notifications. I always block them. I make sure my camera and microphone are off before I start the meeting.
8. When you see the student has joined, Start Meeting. To get the Present now menu to come up hover your mouse over the bottom of the meeting screen. Click Present Now, and select your entire screen to screen share. Remember it is screen sharing, so if you click on your private email or other tab, those will show as well.
9. You can end the meeting by hanging up the phone or closing/exiting the page or tab. Each person has to close/exit to leave the meeting. The code remains in effect though so you do not have a send a new one each time.
10. Add a shortcut to your desktop or laptop. Hover your mouse over your desktop and RIGHT CLICK. If you are using a touch screen, and do not have a left/right click, just press and hold. On the drop-down menu, select New, and then select Shortcut.
11. On your Create Shortcut popup menu, add the Meeting link as the location.
12. Make a name for the shortcut. It can be ScreenShare or what you choose. I would not suggest adding the student’s name because of confidentiality. Google Chrome will need to be your default internet provider to access the link from your desktop.
13. Some districts have accounts locked down and very strict access. In that case both you and the student need to be logged into the school/district portal to access the meeting.