

# Google Meet Main Screen

 |  | 9:10 AM  You

Participants Chat



gp6ujogejt   

Meeting details Host settings

Microphone End mtg Video

 Turn on captions  Present now 

Share screen Settings

## Quick access

When turned off, everyone who isn't invited must ask to join, including people in your organization.



## LET EVERYONE

Share their screen



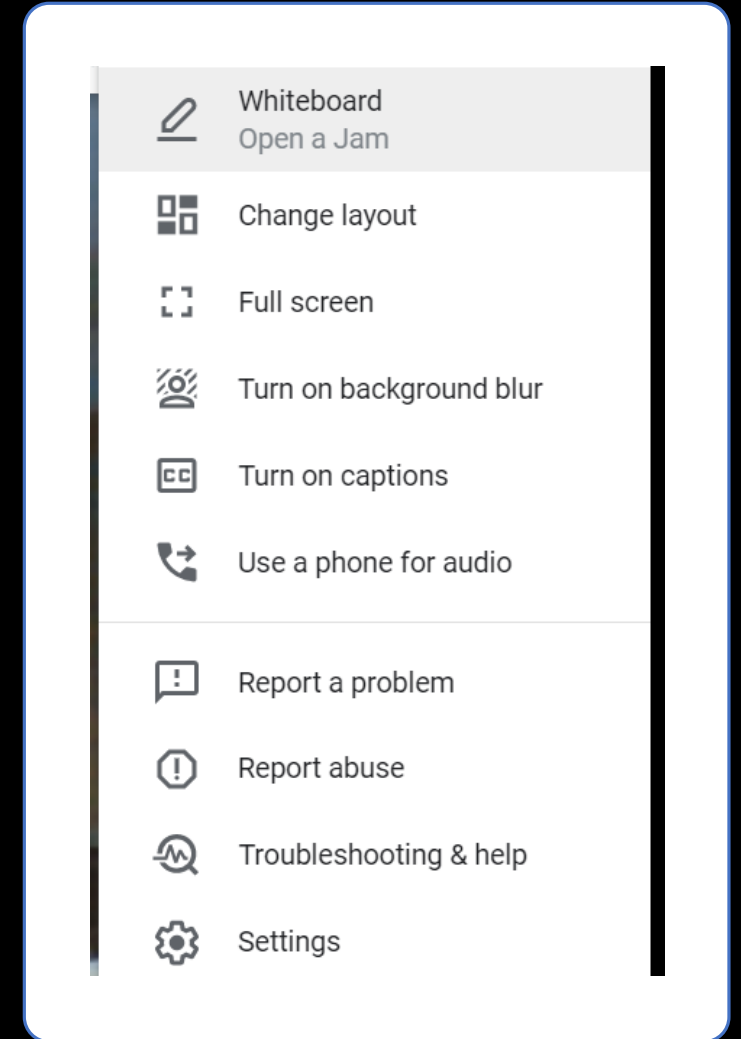
Send chat messages



# Host Settings

# Options ...

- Open a Jamboard
- Change how things look
- Turn on “background blur” (see pic at beginning of document)
- Turn on off caption
- Help screens



# Using a Whiteboard in Google Meet (under Options)

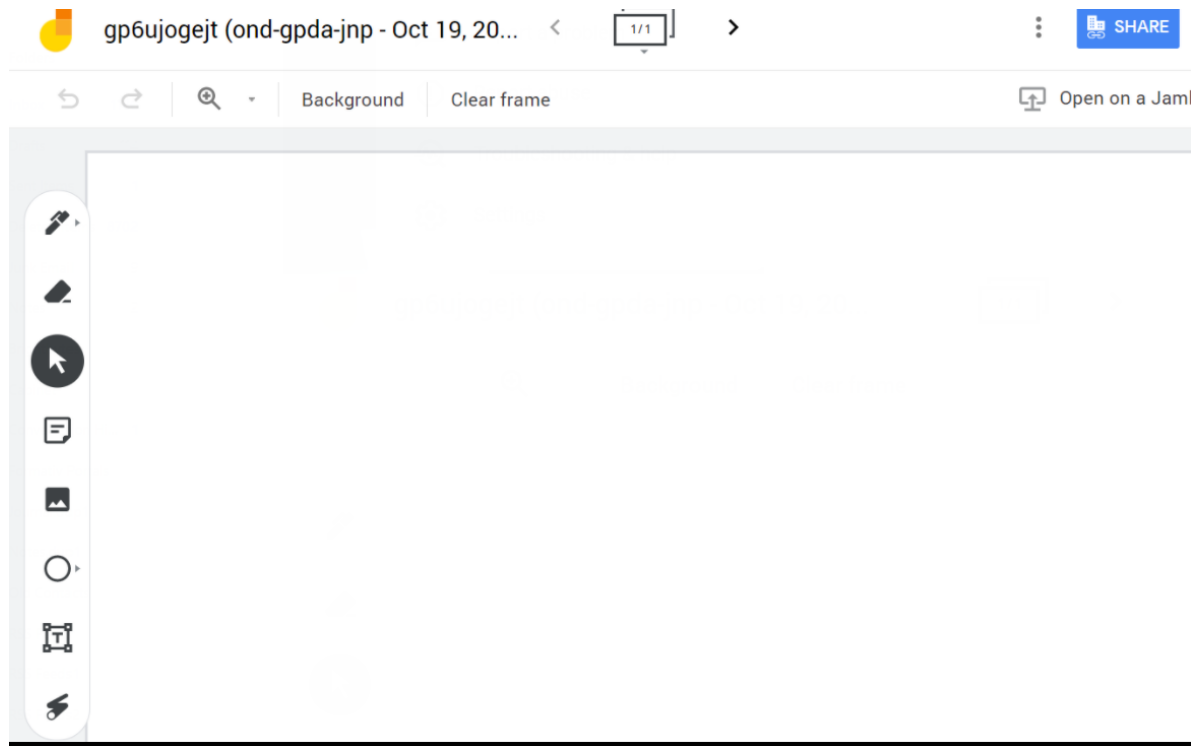
- Start or open a Google Jamboard while in a video call. A Jamboard is a virtual dry erase board where you can brainstorm ideas live with others.
- **Important: You can only start or open a Jamboard during a Meet call if you joined the call on a computer.** Video call participants on a mobile device or tablet will get a link to a Jamboard file and be directed to the Jamboard app.

Start or open a Jamboard in a video call

- In the video call at the bottom right, click More options More and then Whiteboard.
- To create a new Jamboard, click Start a new whiteboard. To open an existing Jamboard from your drive, shared drives, or computer, click Choose from Drive.
- Tip: The Jamboard file will open in a new tab and a link is shared automatically via the in-call chat.

Understand Jamboard access permissions:









- Participants on the calendar invite and in the same organization as the Jamboard host are automatically given edit access to the Jamboard once shared.
- Important: If you're a G Suite for Education user, participants are given view-only access by default. You'll need to grant them edit access to the Jamboard.



Jamboard







# Jamboard

## Draw, erase, and add shapes

Tool	How to use it
 Draw	Choose a pen and color. Then use your finger or a stylus to draw. Learn more about <a href="#">drawing in a jam</a> .
 Erase	Choose the eraser to erase with your finger or a stylus. You can also use the eraser that comes with your Jamboard.  Touch and hold the Erase tool to show the <b>Clear Frame</b> option.  <b>Note:</b> The eraser only works with the drawings made using the pen. To delete an object, select it, then tap More  > <b>Delete</b> .
 Handwriting recognition	Choose the Handwriting recognition tool and use your finger or the stylus to write text. The tool converts your handwriting into printed text. Learn more about <a href="#">using Handwriting recognition</a> .
 Shape recognition	Choose the Shape recognition tool and use your finger or a stylus to draw a shape. The tool converts your drawing into a shape object. Learn more about <a href="#">adding shapes to a jam</a> .  Draw from one shape to another to add a line that connects the shapes.
 Autodraw	Choose the Autodraw tool to draw shapes and objects that can be recognized and transformed into actual images on the Jamboard. Learn more about <a href="#">adding drawings to a jam</a> .
 Select	Use the Select tool to grab objects and drawings made with the pen tools.  Choose the Select tool, then use your finger or the stylus to outline a drawing. You can then drag it to move it around the frame or pinch to resize it.  When using Select, you can also move objects around quickly by just tapping on them and dragging them. No drawing strokes will be generated when using the Select tool.
 Laser pointer	Choose the laser pointer and use your finger or the stylus to temporarily highlight items on the board.  Other users who are looking at the file from phone or tablet can also see these areas highlighted. When content is being presented on video calls, users on the call can also see the highlights.

## Jamboard

### Add Drive files, images, and notes

Icon	How to use it
 Add a Drive file	You can add a file to the Jamboard from Drive on the phone or tablet app. For details, see <a href="#">add Drive files to a jam</a> .
 Search web	Choose the Search web tool and enter text to search for information. For details, see <a href="#">add a screenshot of a webpage</a> .
 Search images	Use the Search images tool to find copyright-free images online. For details, see <a href="#">insert images in a jam</a> .
 Insert sticker or stencil	Choose the Insert sticker or stencil tool to add images from the gallery to your jam. Stickers you add to the frame exist as objects which you can resize and move around. See <a href="#">adding an image on a Jamboard</a> .
 Insert note	Add a text note to your jam. Double-tap a note to edit the text or change the color. Learn more about <a href="#">adding notes to a jam</a> .
 Take photo	Choose the Take photo tool to add an image to your jam. Learn more about <a href="#">adding a photo to a jam</a> .

# Breakout rooms

- As of now we only have the Gsuite for Education which does not give us access to breakout rooms.