

Google Meet Member & Host Guide

Installation, Entry Controls, Co-Hosts, Audio Management, and Polls

1. Installing Google Meet

Android

1. Open the **Google Play Store** app on your phone.
2. Type **Google Meet** in the search bar.
3. Tap **Install** next to the official Google Meet app.

iPhone / iOS

1. Open the **App Store** on your device.
2. Tap the **Search** tab and type **Google Meet**.
3. Tap **Get** or the cloud download icon next to the official app to install it.

MacBook & MS Desktop (Computers / Laptops)

Google Meet does not require a standalone software installation for desktop computers. Open your web browser and go to meet.google.com.

2. Meeting Entry & Access Control

When the main host enables access controls, entry into the meeting is managed as follows:

- **Asking to Join:** When you click the meeting link, you will be placed in a virtual waiting room if approval is required.
- **Admin Approval:** You cannot enter until a host or co-host reviews your request and clicks **Admit**. If denied, you cannot enter.
- **Host Controls Location:** Hosts configure entry and access options via the **Host controls** panel (blue shield icon at the bottom right) or ahead of time in Google Calendar.

3. Adding Co-Hosts (Co-Administrators)

To ensure backup support during a meeting, the primary host can add additional co-hosts:

1. Open the **People / Participants** panel by clicking the participant icon at the bottom of the screen.
2. Find the participant you want to make a co-host in the list.
3. Click the **Three dots (More options)** next to their name.
4. Select **Add as co-host**.

Co-Host Privileges: Co-hosts can admit waiting participants, mute others, launch polls, and control meeting settings just like the primary host.

4. How to Unmute When the Admin Mutes Everyone

When a host uses "Mute All," your microphone is automatically turned off, but you retain full autonomy to unmute yourself unless an **Audio Lock** is active.

- **On Android & iPhone:** Tap your screen to bring up controls, then tap the **Microphone** icon.
- **On MacBook & MS Desktop:** Move your mouse over the window to show the bottom bar, click the **Microphone** icon, or press **Ctrl + D** (Windows) / **Cmd + D** (Mac).

Important Note on Simultaneous Speaking:

- The host has no role to play in your individual unmuting—participants can unmute themselves instantly unless Audio Lock is turned on by a host.
- If multiple people speak at once, audio streams simultaneously. Use the hand-raise feature to keep order.

5. How to Raise Your Hand

Raising your hand alerts hosts and participants that you would like to speak sequentially.

On Android & iPhone

1. Tap your screen to show menu options.
2. Tap the **More** icon (three vertical dots) or look directly for the **Raise Hand** icon.
3. Tap **Raise hand**.

On MacBook & MS Desktop

1. Look at the bottom control bar of your meeting window.
2. Click the **Raise Hand** icon.

6. How to Vote (In Polls)

When a host launches a poll, a notification will appear on your screen.

On Android & iPhone

1. Tap the notification or open the **Activities / Meeting Tools** menu (triangle, square, and circle icon at bottom right).
2. Tap **Polls**.
3. Tap your choice and tap **Vote**.

On MacBook & MS Desktop

1. Click the **Activities / Meeting Tools** icon (triangle, square, and circle) at the bottom-right corner.
2. Click on **Polls**.
3. Select your option and click **Vote**.