

Go to meeting User guide for windows. (**Google Chrome ONLY**)

Step1: Open Chrome Browser and type in URL (<https://gotomeet.me/lplaw>) (Figure 1: Join URL)

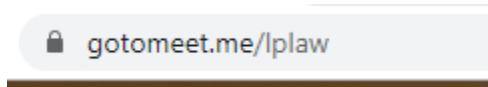


Figure 1: Join URL

You will see the screen below (Figure 2: Join Meeting Landing Page):

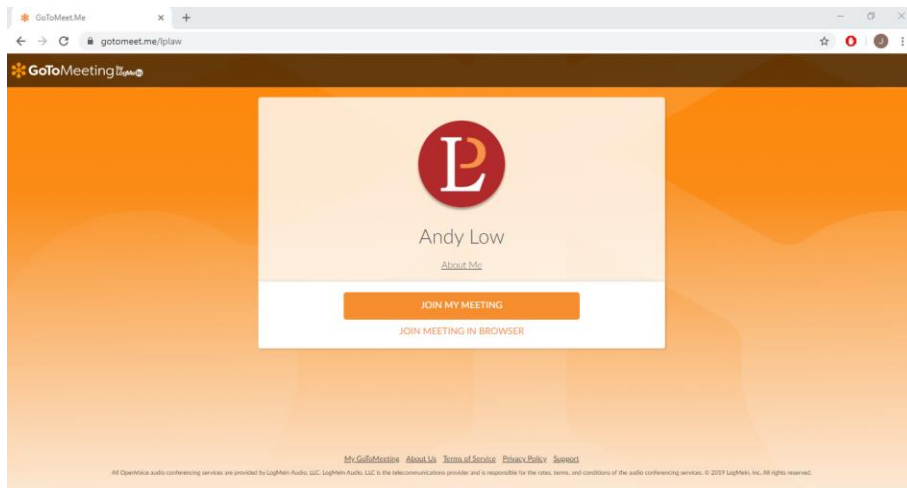


Figure 2: Join Meeting Landing Page

Step2: Click the “JOIN MEETING IN BROWSER” for joining (Figure 3: Join meeting)

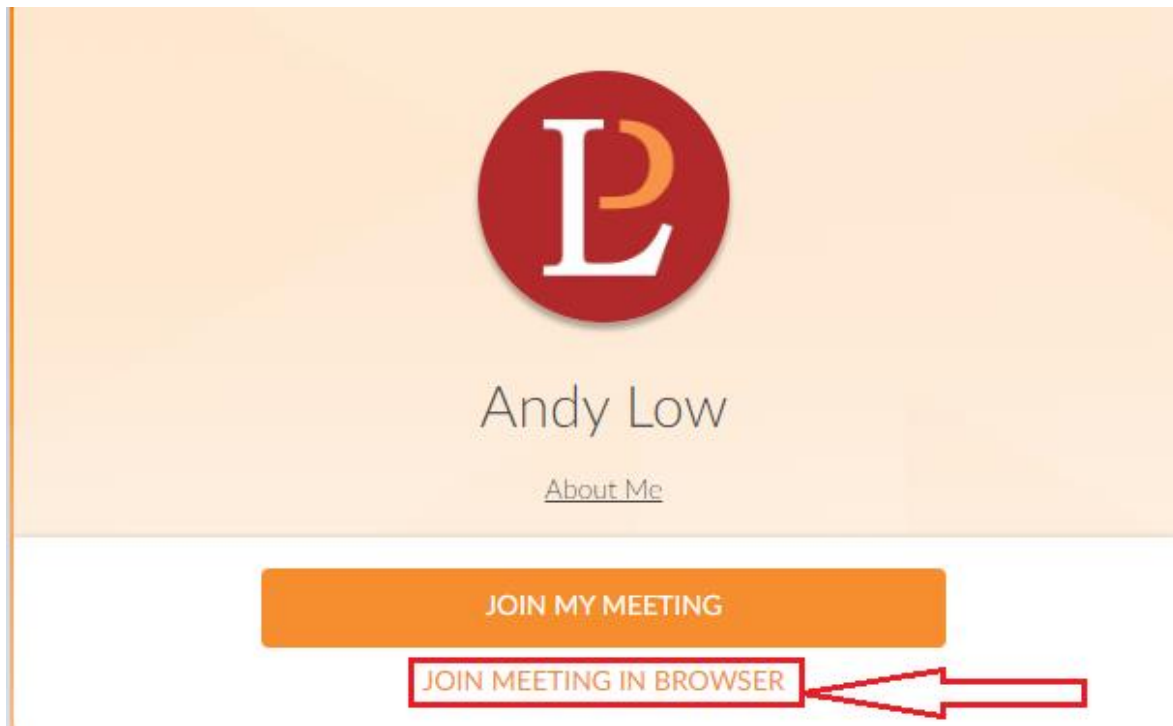


Figure 3: Join meeting

Then you will lead to page below:

(Allow prompt out that request you to allow the microphone if not cannot proceed)

(Figure 4: Allow Mic)

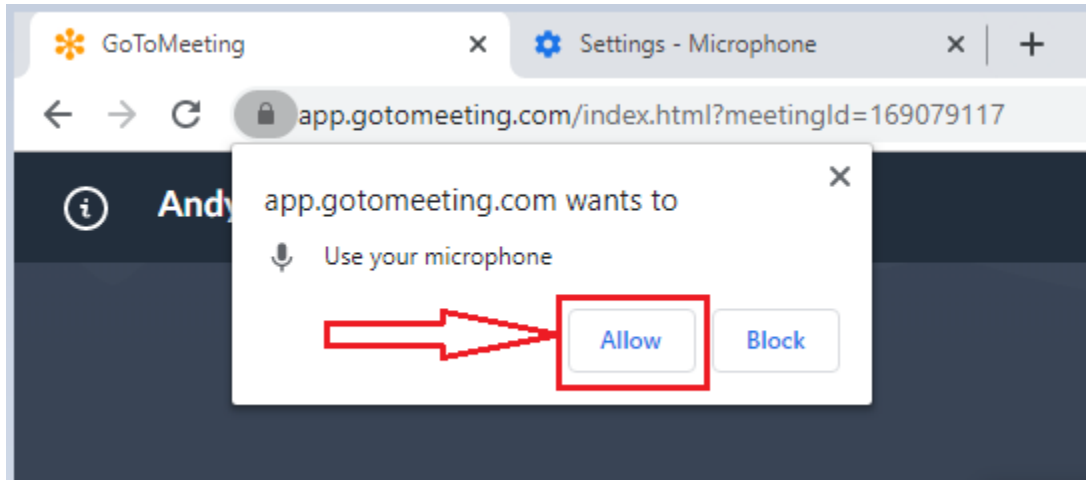


Figure 4: Allow Mic

Figure 5: landing page after join

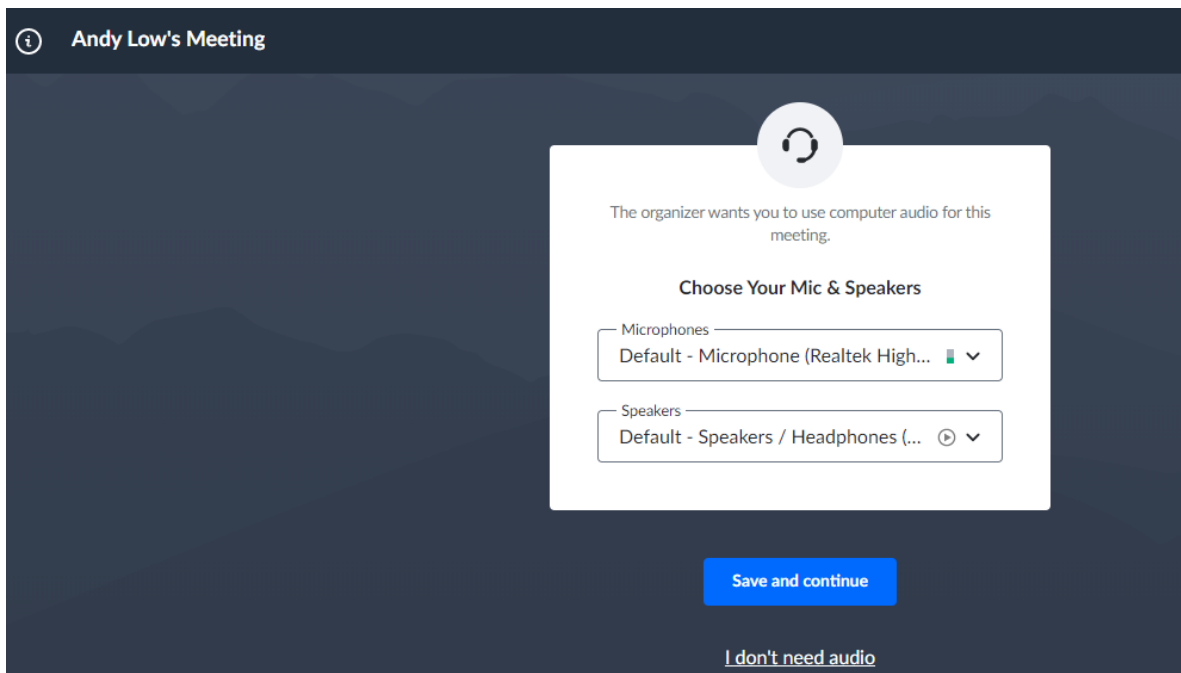


Figure 5: landing page after join

Step 3: set your microphones and speaker to your current use device (headphone/earphone is recommended) (Figure 6: Mic and Speaker setting)

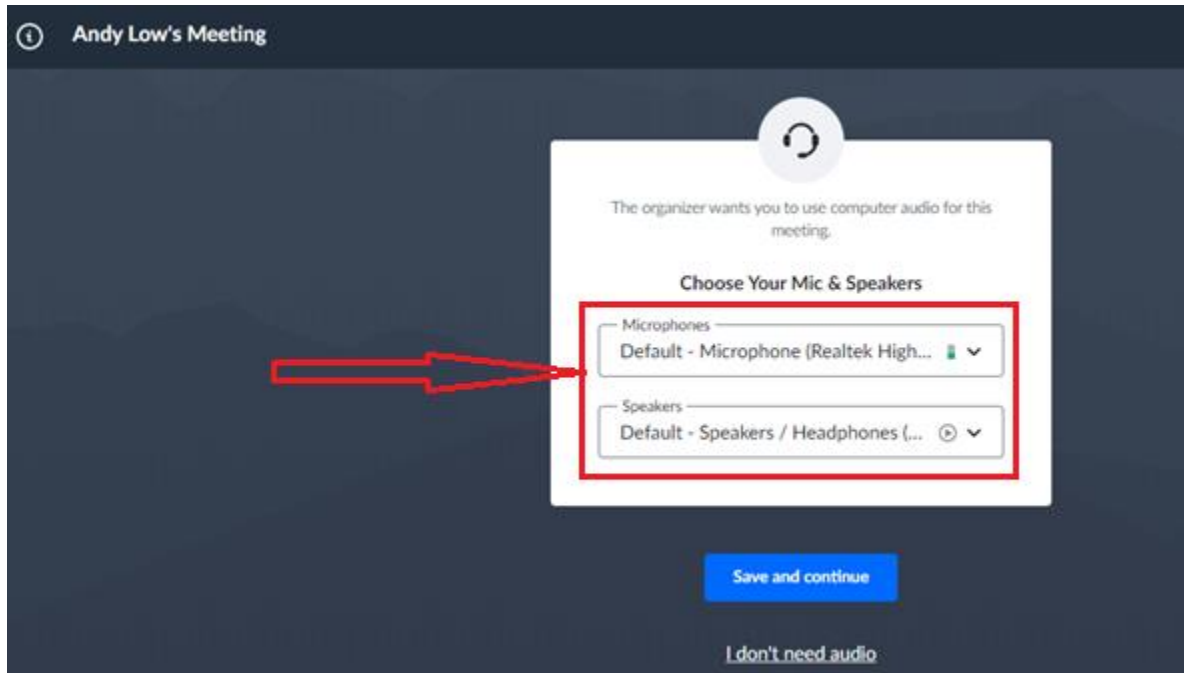


Figure 6: Mic and Speaker setting

Step 4: press "Save and Continue".

It will lead to page as below after Clicking "Save and Continue": (Figure 7: Landing page after clicking "Save and Continue")

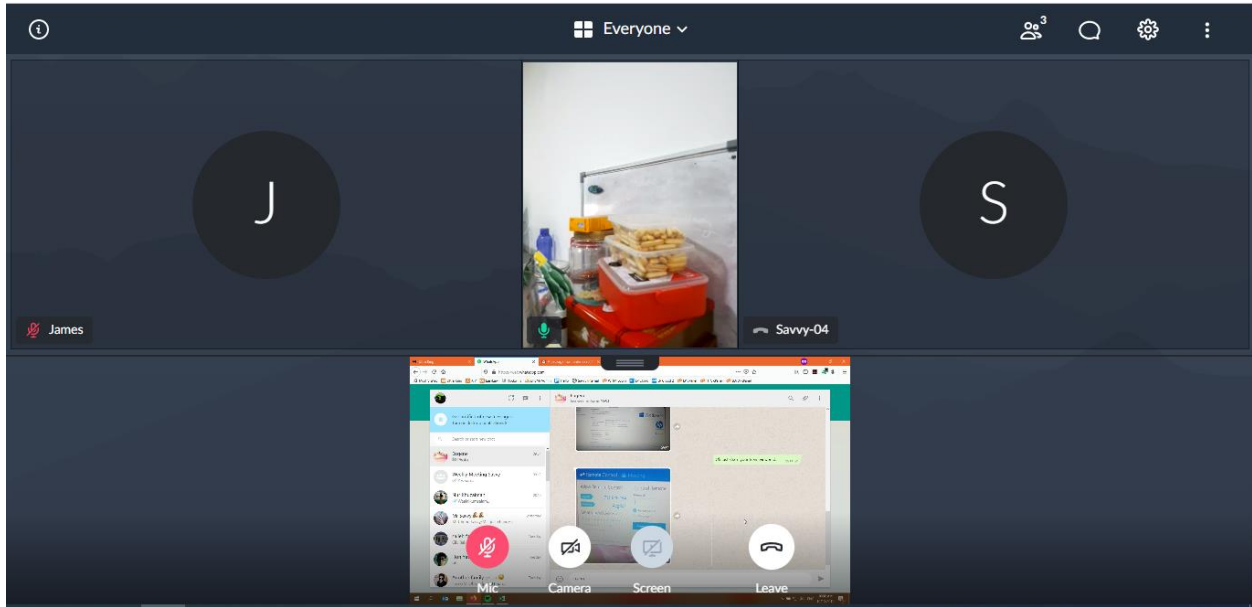


Figure 7: Landing page after clicking "Save and Continue"

Set from "Everyone" to "Active Cameras". (Figure 8: Set Cameras view)

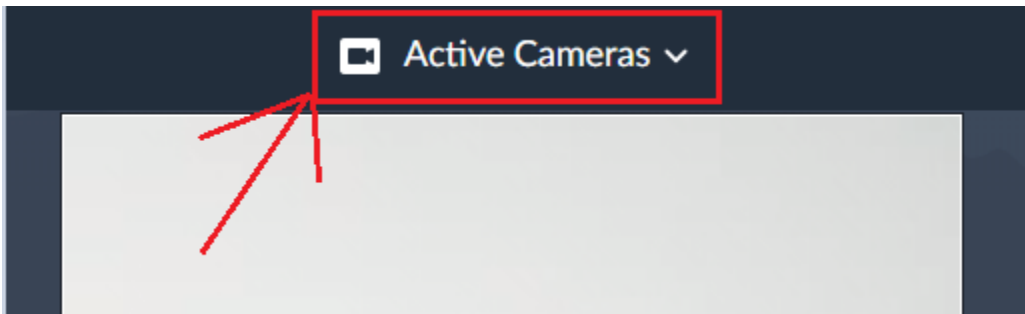


Figure 8: Set Cameras view

THINGS MUST DO DURING MEETING -

Mute your MIC and Close the Camera (if you have a webcam):

(Figure 9: Cut off mic and Cam)

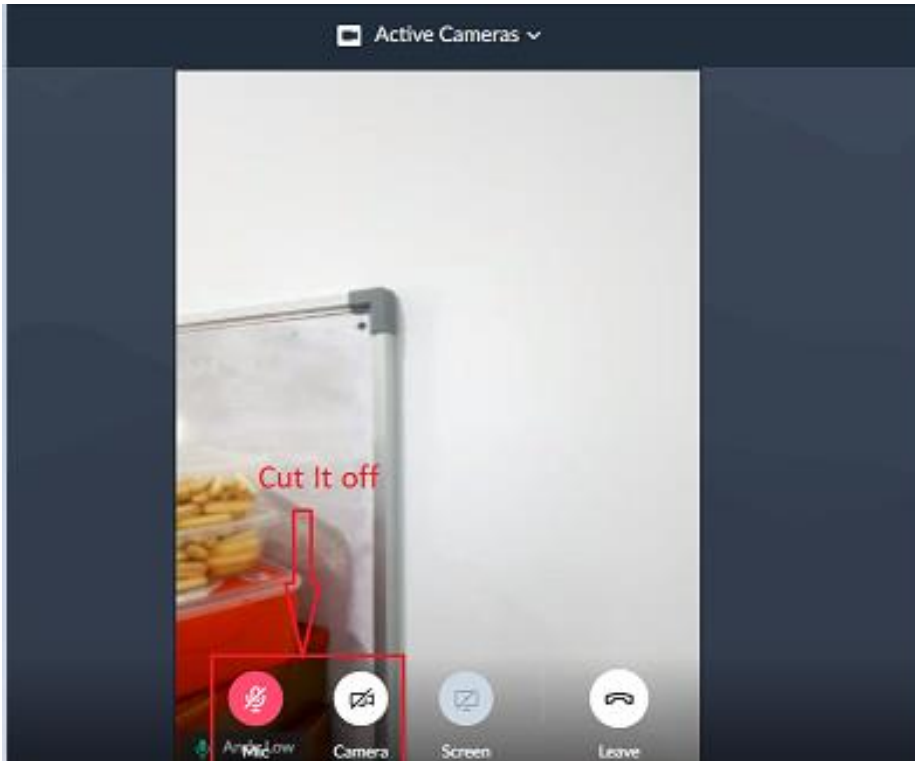


Figure 9: Cut off mic and Cam

Use Chat system to ask question and etc.:

(Figure 10: Use chat system)

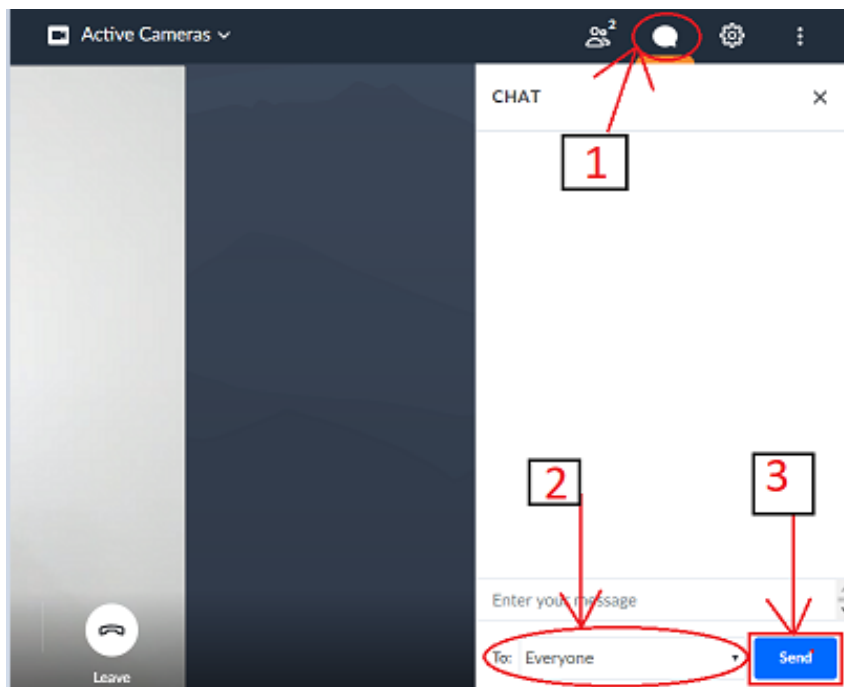


Figure 10: Use chat system

1. Press this icon to open chat section.
2. Press this and set it to "Everyone".
3. Press this to send message or can just press "Enter" on your keyboard to send message.