



Google Meet

Tips for Teachers

Quick access tips sheet to help teachers stay in control



Approving Emails

Follow some housekeeping guidelines and make sure only approved student emails are on your list.

Ask your schools/organisations GSuite admin to adjust settings in Google Admin.
Only accept approved email addresses
Email links to approved email addresses only
Create the meeting through your school Google Calendar or Google for Education account.

Send an invite to a meeting

Go to the right and click People and then Add people.
Enter names or email addresses and click Send invite.

or


In the bottom left corner, click the meeting name.
Click Copy joining info.
Paste the meeting details into an email, or other app, and send it to the person.



How to block someone

Open the meeting
Click on the "Settings" cog on the top right corner
Click block
Go to the bottom right corner and Click block again.

Removing People from Meetings

Click on the People icon to the right.
Find the person you want to remove, and click the down arrow.
Click the  icon.
Person is removed from the Meeting.

How to mute other people

Everyone in the meeting will be notified. Only the person that has been muted can unmute themselves.

Click the People icon in the top right of the screen.
Click on the person you want to mute.
Select the microphone icon.
Click the Mute button.

Stop a video call quickly

Google meetings only end permanently when all participants have left the meeting. If you need to shut down a meeting quickly do the following.

To block the offending email tell everyone in the hangout to leave, making sure the admin of the meeting the last to leave.
set up a new link to a new meeting.



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