

# Google

Google mail, calendar & documents available online anytime, anywhere.

## **Launch**

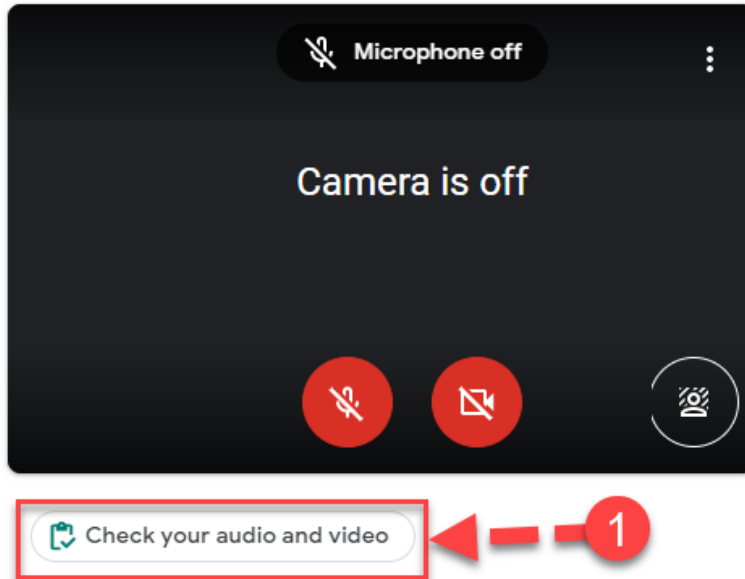
- [Changing Audio & Video Settings in Google Meet](#)
- [Check the status of Google apps](#)

# Changing Audio & Video Settings in Google Meet

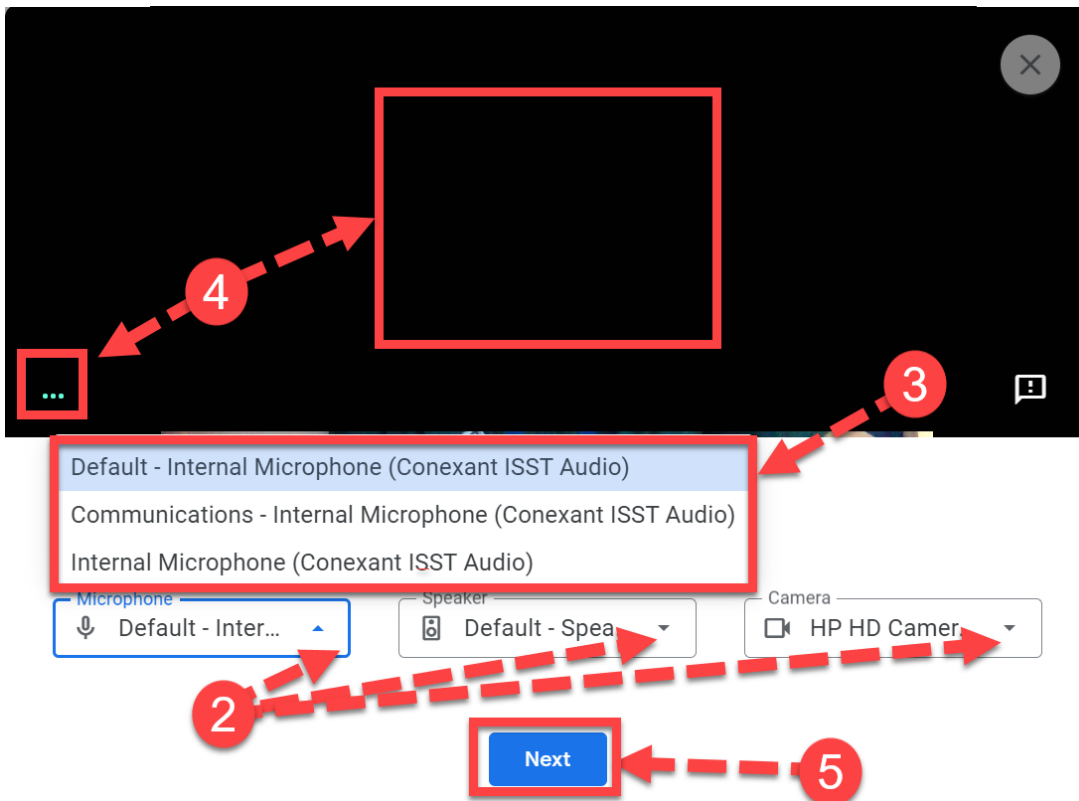
If you are experiencing issues with your camera, microphone, or speakers during a Google Meet please check your video and audio settings **first**.

## Before Joining the Meeting:

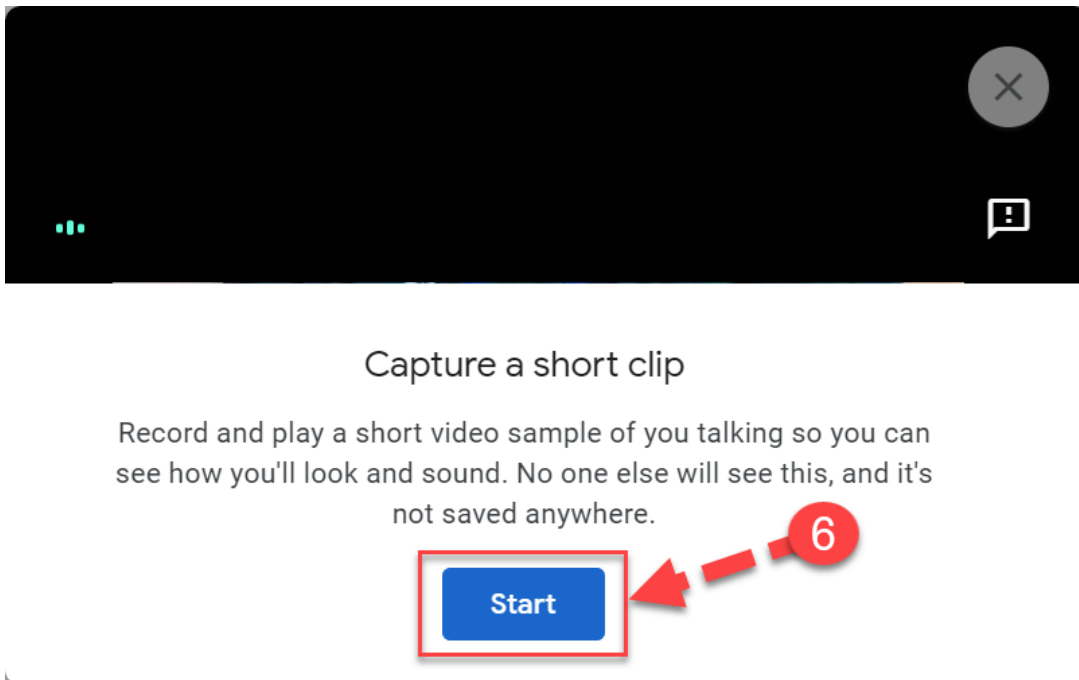
1. Click Check your audio and video



2. Click the drop-down arrow next to microphone, speaker, or camera.
3. Select a different microphone, speaker, or camera.
4. After adjusting, the video should appear or you'll notice the green dots registering your voice from the microphone.
5. To test your audio & video, click Next.

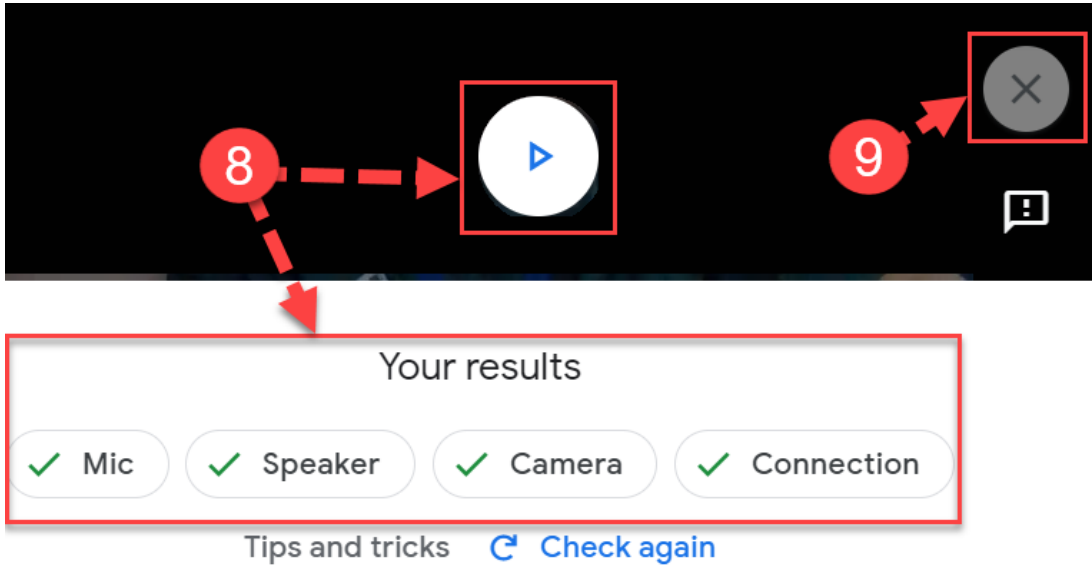


6. You have the opportunity to record a short clip to test your camera, microphone, and speakers. Click Start.



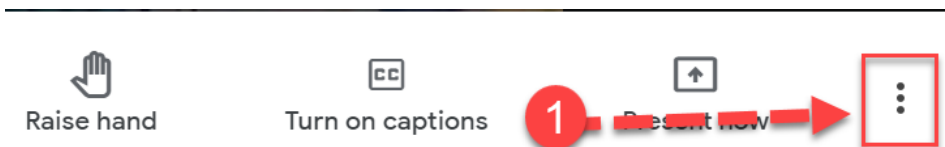
7. Follow the directions on the screen by saying something aloud into the microphone such as "I'm testing my audio and video."

8. Click the Play icon to review your recording to confirm your camera, microphone, and speakers are working. You will also notice Your Results below the video.
9. If working properly, click the X and then join the meeting.

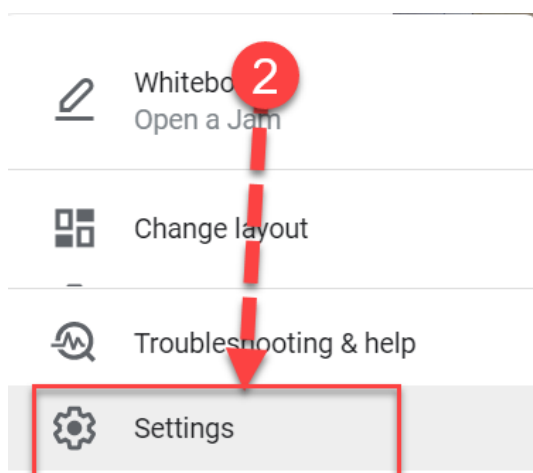


### After Joining the Meeting:

1. Click the 3 dots in the bottom right corner of the Google Meet window.



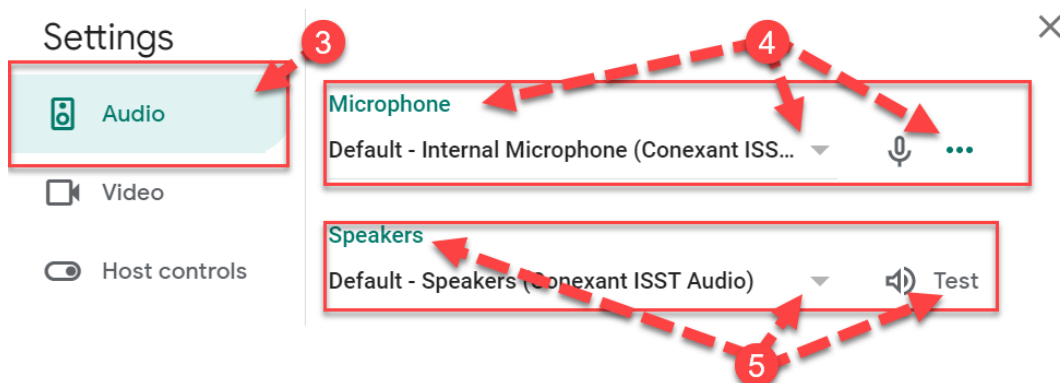
2. Click Settings.



3. For audio settings, make sure you have Audio selected.

4. Under the Microphone heading, click the drop-down arrow to change the microphone. The green dots will move as the microphone registers your voice.

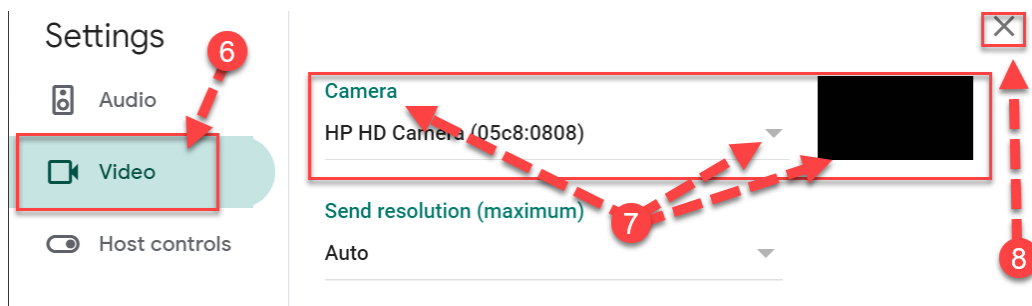
5. Under the Speakers heading, click the drop-down arrow to change the speakers. Click Test to test your speakers.



6. For video settings, make sure you have Video selected.

7. Under the Camera heading, click the drop-down arrow to change the camera. You should see a live video feed on the right-hand side.

8. Click the X to close the settings and return to the meeting.



# Check the status of Google apps

You can check the status of Google Workspace apps such as Gmail and Google Drive here:

<https://www.google.com/appsstatus/dashboard/>

This information is for the staff, students, and parents/guardians at Campbell County Public Schools. Do not share this information with anyone not included in these groups.

You can view more help articles at [kb.campbell.k12.va.us](https://kb.campbell.k12.va.us).