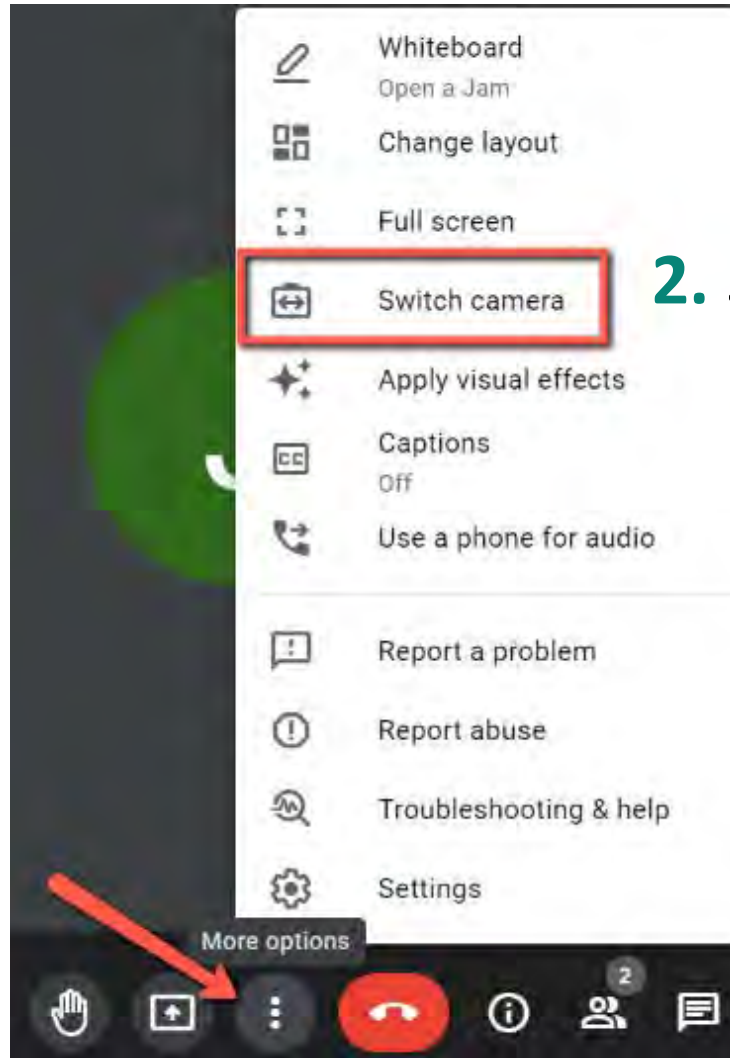


Camera Facing the Wrong Way on a Chromebook in a Google Meet?

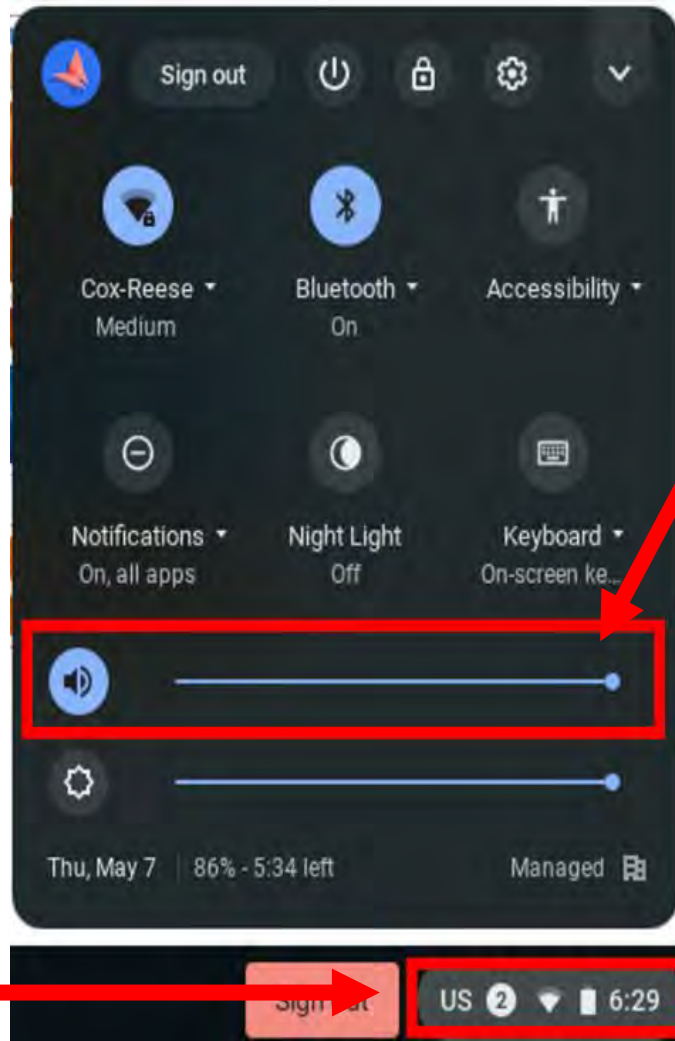


1. Click on the three dots at the bottom of the Google Meet screen to open the **More Options** menu.



2. Select **Switch Camera**.

No Audio/Video on a Chromebook in a Google Meet?



2. Check the volume is not muted and turned up to an appropriate level.

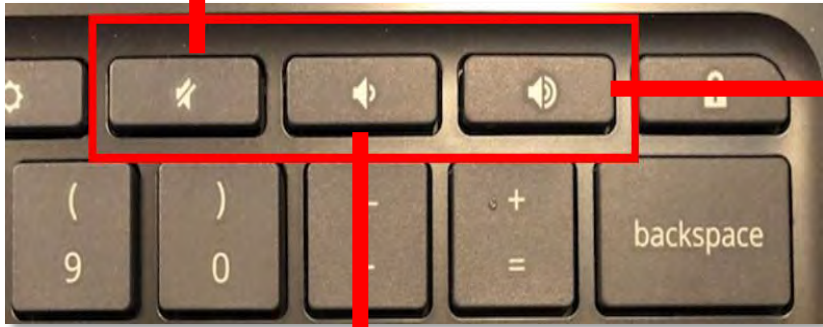
1. Click on the tray in the bottom right hand corner.

Looking to Control your Audio/Video on a Chromebook in a Google Meet?



Dedicated Browser Keys

Mute/Unmute



Increase
Volume

Decrease
Volume

Keyboard Shortcuts

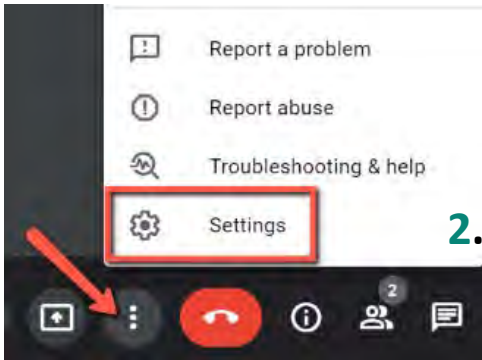


Ctrl + D mutes and unmutes microphones in Google Meet



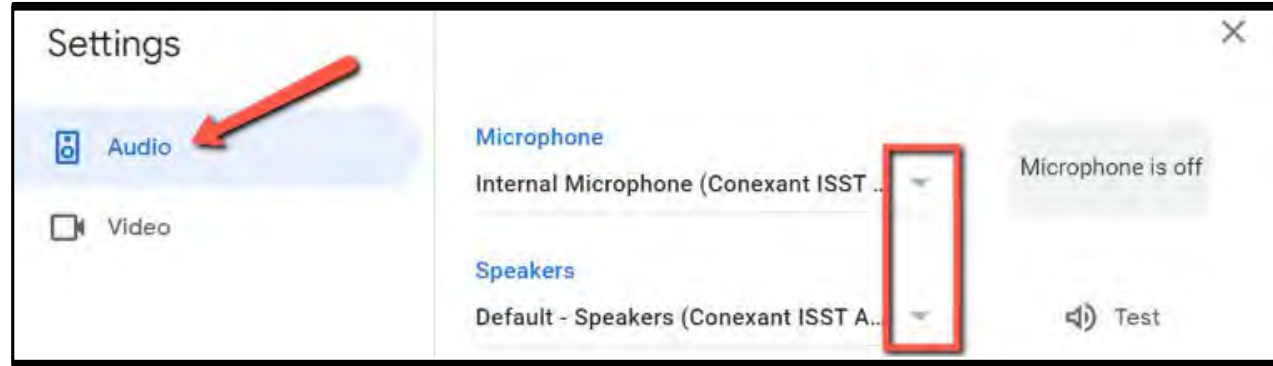
Ctrl + E turns your camera on and off in a Google Meet.

Trying to Adjust the Audio Settings in a Google Meet on a Chromebook?



2. Select **Settings**

1. Use the three dots at the bottom of the Google Meet screen to open the **More Options** menu.



3. **Others not hearing you?** Click the **Audio** tab and use the Microphone drop down to check that the correct microphone is selected. *If you are not using a headset or other microphone it should be set to **Default-Built-in mic**.*

4. **Are you unable to hear others?**
Repeat with the **Speaker** drop down.
*This should be set to **Default-Speaker**, unless you are using headphones.*

5. If others cannot see you, repeat steps with the **Video** tab.

