GOOGLE PRESENTS

Setting up Google Meet Presentation feature using Chrome or Firefox.

|  |  |
| --- | --- |
| Slide # | Slide by Slide Instruction |
| 1 | Opening Slide |
| 2 | Directions for Chrome or Firefox |
| 3 | Presenting a streaming video or internet site using **Chrome** **1.** Open the internet site you want to share with your group.  **2.** Then click on the tab to go back to your meeting. |
| 4 | In the lower righthand corner, click on **PRESENT NOW.** |
| 5 | You will see three choices for presentations. Click on **Chrome Tab.** |
| 6 | 1. Click on the name of your streaming video, slides or internet site that appears in the box. 2. Then click on the word: **SHARE** |
| 7 | 1. Your presentation is now ready to share to all your participants. 2. When you are done sharing, click **STOP SHARING** at the top of the Meet screen. |
| 8 | 1. Click on the tab of your meeting at the top of your screen and you will be back to seeing all your participants. |
| 9 | Differences in Presenting for F**irefox** |
| 10 | In **Firefox,** you will have only two choices in **PRESENT NOW.** Click on **A WINDOW** |
| 11 | Drop down Menu: click on the **Select window or screen.**  |
| 12 | Click on **ENTIRE SCREEN.**   |
| 13 | 1. Click **ALLOW.**  2. Then click on the tab you want to present. |
| 14 | Now you can show your streaming video to your participants. You will not see a small window of yourself, but you participants will be able to see you.  When you finish, close out your video and click on your google meet to return to your meeting. |
| 15 | You will return to your original screen. Click on **STOP PRESENTING.** |
| 16 | Sharing a PowerPoint or a document on your desktop |
| 17 | To show a PowerPoint in **CHROME (or FIREFOX)** follow these directions: Click on **PRESENT NOW** on the white bar in the lower right hand corner of the Meet screen. |
| 18 | Click on: **A WINDOW.** |
| 19 | 1. Click on the picture of your PowerPoint you would like to share in the box. 2. Then click **SHARE.** |
| 20 | Your PowerPoint will now show up on your screen. Your participants will also see a small window of you on their screens.When you are finished, click on the words: **STOP SHARING** at the bottom of the Meet Screen.You will go back to your original meeting screen where you will see your participants. |
| 21 | In **FIREFOX** YOU WILL RETURN TO YOUR ORIGINAL SCREENClick on **STOP PRESENTING** and you will see your participants again**.** |