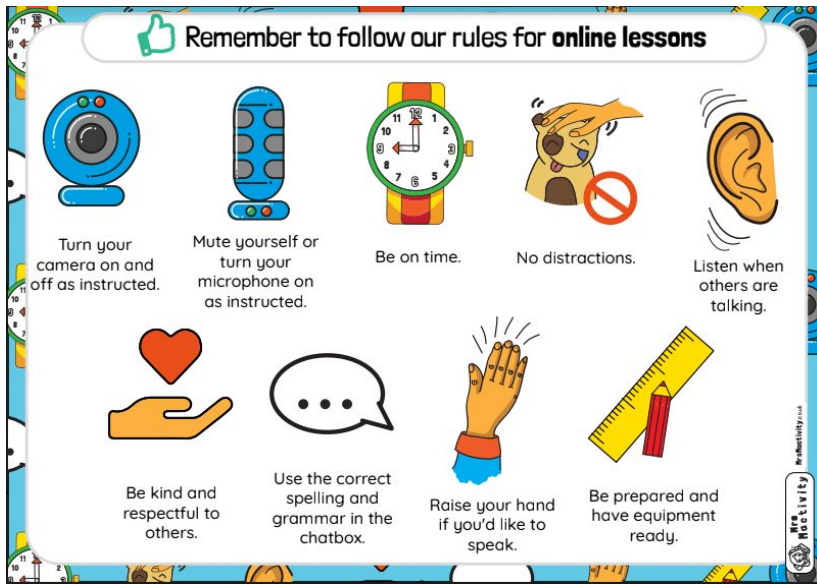




# Woodbridge Primary School



**Rules for attending a meeting. Make sure the microphone is muted when you join. Make sure there is an adult there.**

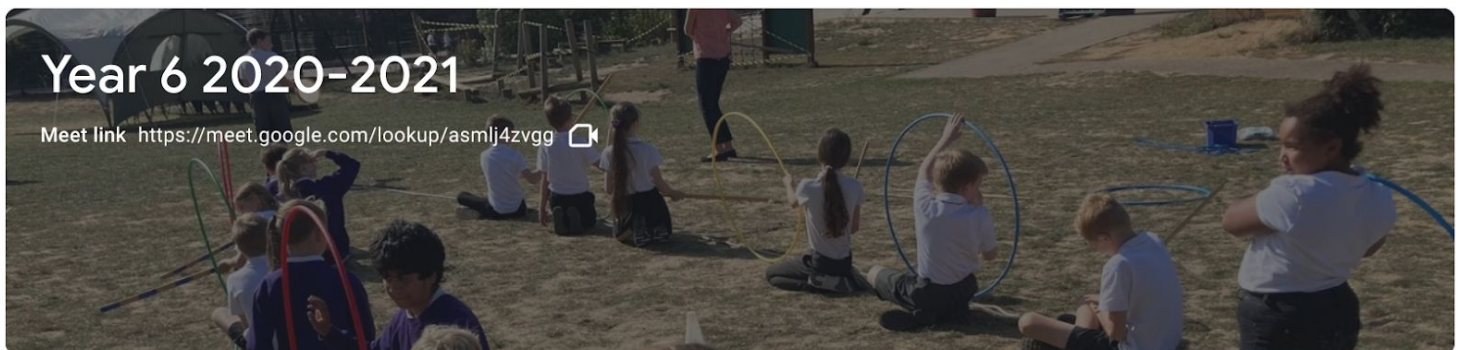


**Where to find the link in Google Classroom. Look at your child's Classroom.**

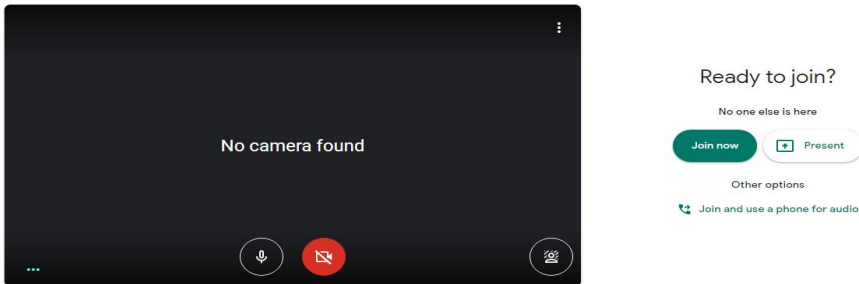
Switched Off



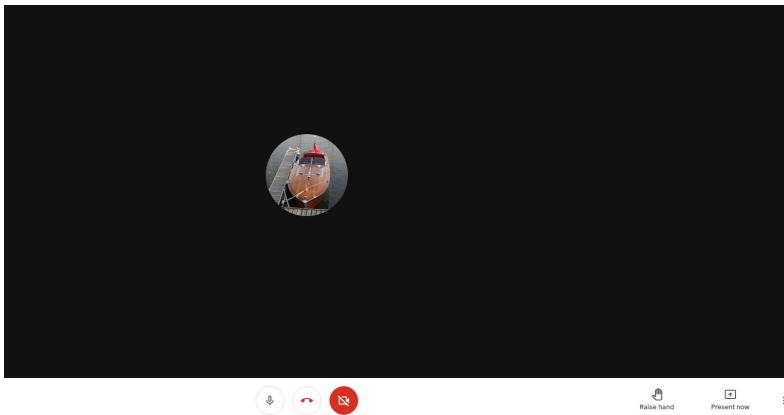
Switched On



What the screen will look like when you press the link. The host will let you in when you press join.



What the screen will look like when you join. If you have a camera it will show everyone as well as yourself.



Controls at the bottom of your screen



The host can turn off your microphone but cannot turn it on again.

There is a **chat** typing function. The host may switch this off.

**Raise hand** will show the host you wish to speak.

**Present now** will share what you want to show.  
The host may switch this off.

3 dots give you a number of options.

To end the call hang up the phone