

Google Meet Hidden Features

Raise your hand feature

To raise your hand:

- Scroll to the bottom of the meeting screen and click Hand raise

To lower your hand:

- Scroll to the bottom of the meeting screen and click Lower hand

Lower hands as a moderator:

- Click the people tab in the top right corner
- Scroll to Raised hands
- Click Lower hand next to the participants name
or click Lower all to lower all participants hands if there is more than one

Google Meet backgrounds

How to change your background before a video call:

- Go to the meeting and click Join with Google Meet
- In self view, click Change background then go to step 3 below

How to change your background during a video call:

- Click the three vertical dots
- Click Change background then go to step 3 below

For both options, follow these steps:

- To blur the background click Blur your background
- To slightly blur the background click Slightly blur background
- To select a pre-uploaded background, click a background
- To upload your own image, click Add +

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Meeting layouts

How to change the layout in Google Meet:

- Tap on the three vertical dots at the bottom right hand corner of Google Meeting
- Click Change layout
- Choose your layout

Using Jam Boards during meetings

- From the admin console, click Menu, Devices, Jam board
- Click Device settings
- Click Video conferencing
- Click Configure now
- Click Allow full-screen video conferencing
- Click Save

How to start a polls in Google Meet

- In the top right corner of the meeting, click Activities > Polls
- Click Start a poll
- Enter a question and add answer options
- Post your poll by clicking Launch or click Save to launch it later on during the meeting
- To let participants see the results switch the toggle on next to Show everyone the results
- To close a poll, click End poll