**GOOGLE MEET/HANGOUT**

Etiquette Guide

**A SUGGESTED GUIDE FOR STUDENTS**

**MUTING**
When you enter the Meet/Hangout, mute yourself (If you are already not muted.)

**QUESTIONS**
When you have a question, type in the textbox and wait for your teacher to call on you.

**CONTRIBUTING**
When you have something to contribute to what is being said, but it is not your turn, use the chat feature in the right-hand corner.

**YOUR TURN**
Wait for the teacher to call on you to unmute yourself. Only one student should contribute/talk at a time.

**WHERE TO LOOK!**
Look into the camera when you are talking.

**STAY ATTENTIVE**
Pay attention to your teacher or other students who are speaking.

Feel free to use, edit, share, or whatever you see fit to help yourself or others!
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