

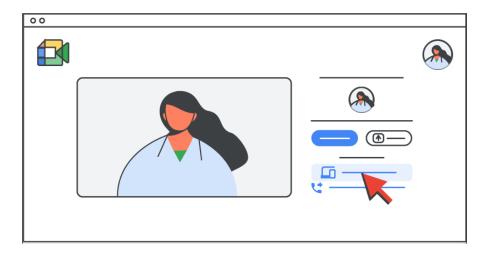
Companion mode quick start guide

Use Companion mode to connect to a Google Meet video call on a second screen. Having a second screen is useful when you're in a meeting room and you want to participate in activities or share your screen without worrying about echo.

1. Connect to a meeting using Companion mode

To connect to a video call, choose one of the following options:

• In a meeting invite, click **Join**. Then, under **Other joining options**, click **Use Companion mode**. If you are in a conference room, check in so that your name and the room name appear on your participant tile.



• In your browser, enter the short link **g.co/companion**. Then on the Meet home screen, select a scheduled meeting or enter a meeting code.

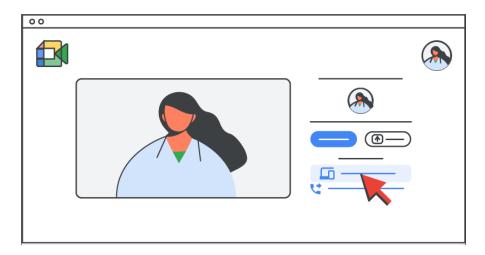
To speak, listen to participants, or view the participant grid, join with full audio & video (non-Companion mode) on another screen.





2. Turn on your camera in Companion mode

In a video call, click Camera .



When your camera is on in Companion mode, your participant tile:

- Shows up to other Meet users who join with full audio and video
- Shows up on meeting room hardware only when you raise your hand and/or are checked in
- Never shows as an active speaker

You can also do any of the following options:

- To change your background and apply visual effects, click More > Apply visual effects
- To move your personal video tile, point to your tile and then drag it to a corner of your screen.
- To minimize your personal video tile, point to your tile and then click Minimize * . You can also drag your minimized view across the screen to move it.

For details, see Use Companion mode with Google Meet for hybrid collaboration.

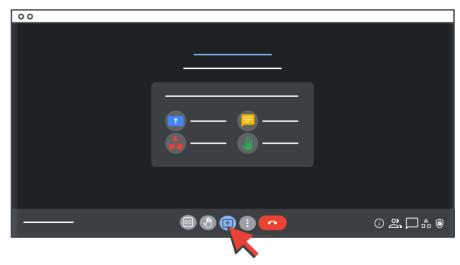




3. Share your screen in Companion mode

To share your screen:

- In the meeting green room, click **Present**.
- After connecting to the meeting using Companion mode, click Present now



Choose what to share:

- Your entire screen
- A window
- A tab

For details, see Present during a video meeting.





4. Host and participate in activities in Companion mode

Many activities, such as chatting and raising your hand, work the same in Companion mode as they do in regular Google Meet.

Chat 🗏	See <u>Send chat messages to video meeting</u> <u>participants</u> .
Hand raising	See <u>Raise your hand during a video meeting</u> .
Polls (Activities Polls)	See <u>Conduct a poll during a video meeting</u> .
Q&A (Activities O > Q&A)	See <u>Ask questions in a video meeting</u> .
Whiteboard (Activities > Whiteboarding)	See <u>Use a whiteboard in a video meeting</u> .
Captions (More * > Turn on captions)	See <u>Use captions in a video meeting</u>
Attendance tracking (More * > Settings > Host controls > Attendance tracking)	See Track attendance in video meetings and live streams.

5. End a Companion mode connection

At the bottom of the meeting window, click Leave call ...

