



Managing the chat-box & Ending the session



Google Meet Guides

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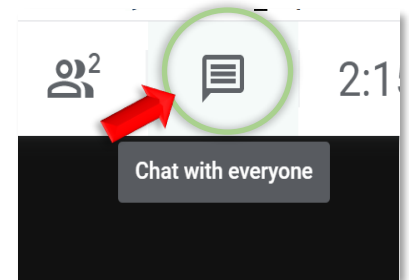
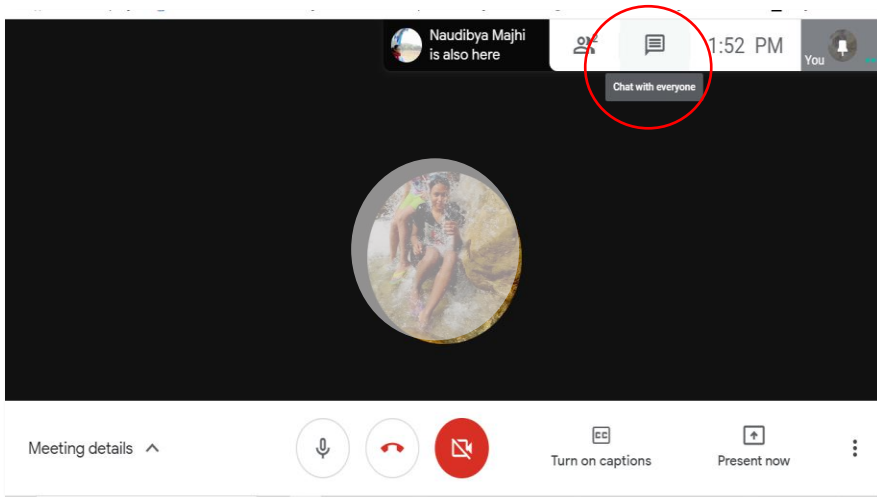
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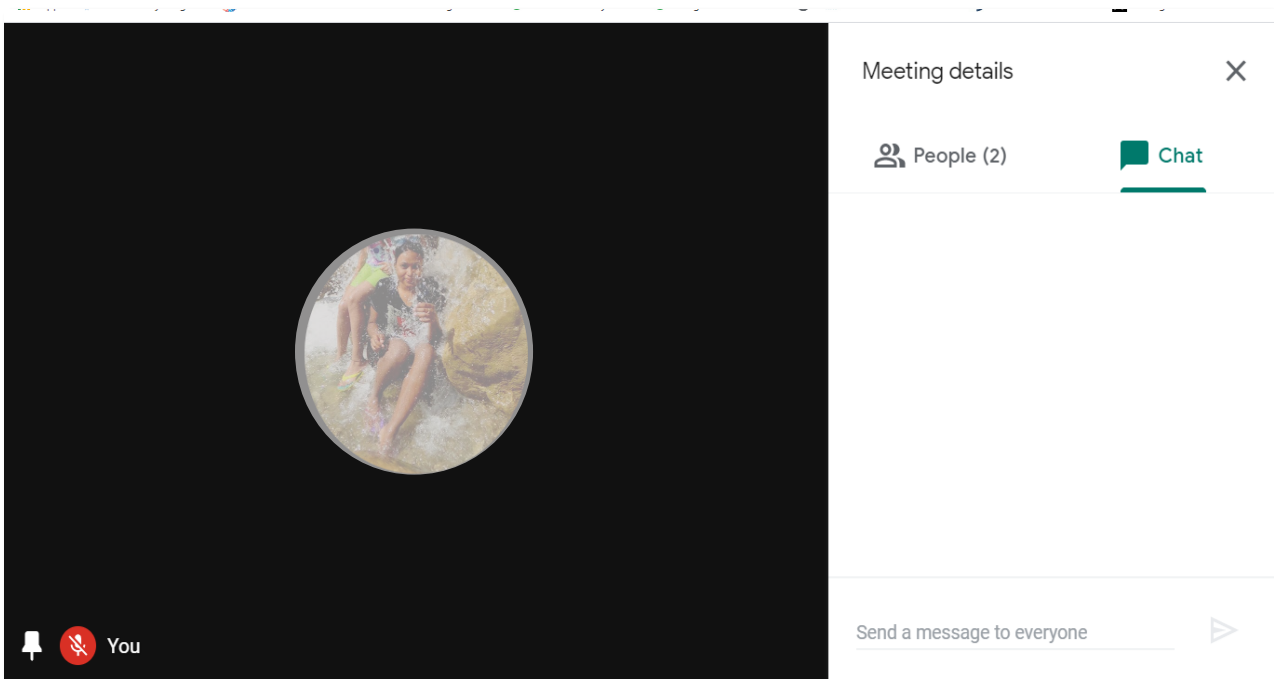


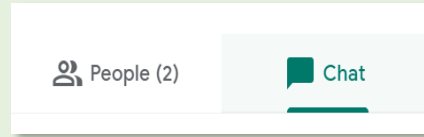
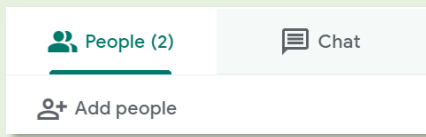
Managing the chat-box

Find the chat symbol at the top-right area of the screen and click on the symbol to open the chat-box.

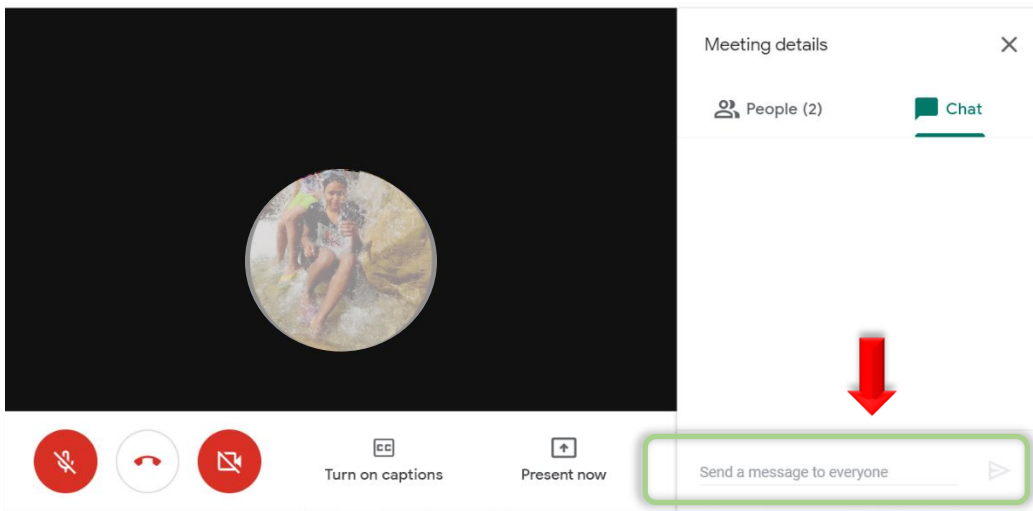


The chat-box is now open.





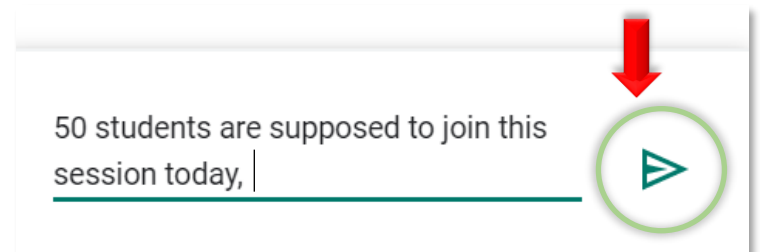
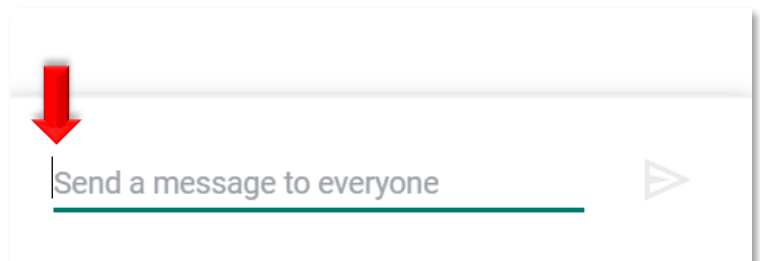
You can also switch from '**People**' to '**Chat**' tab by clicking on it anytime.



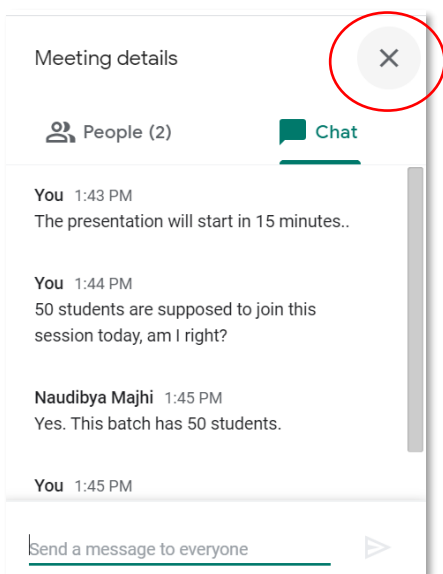
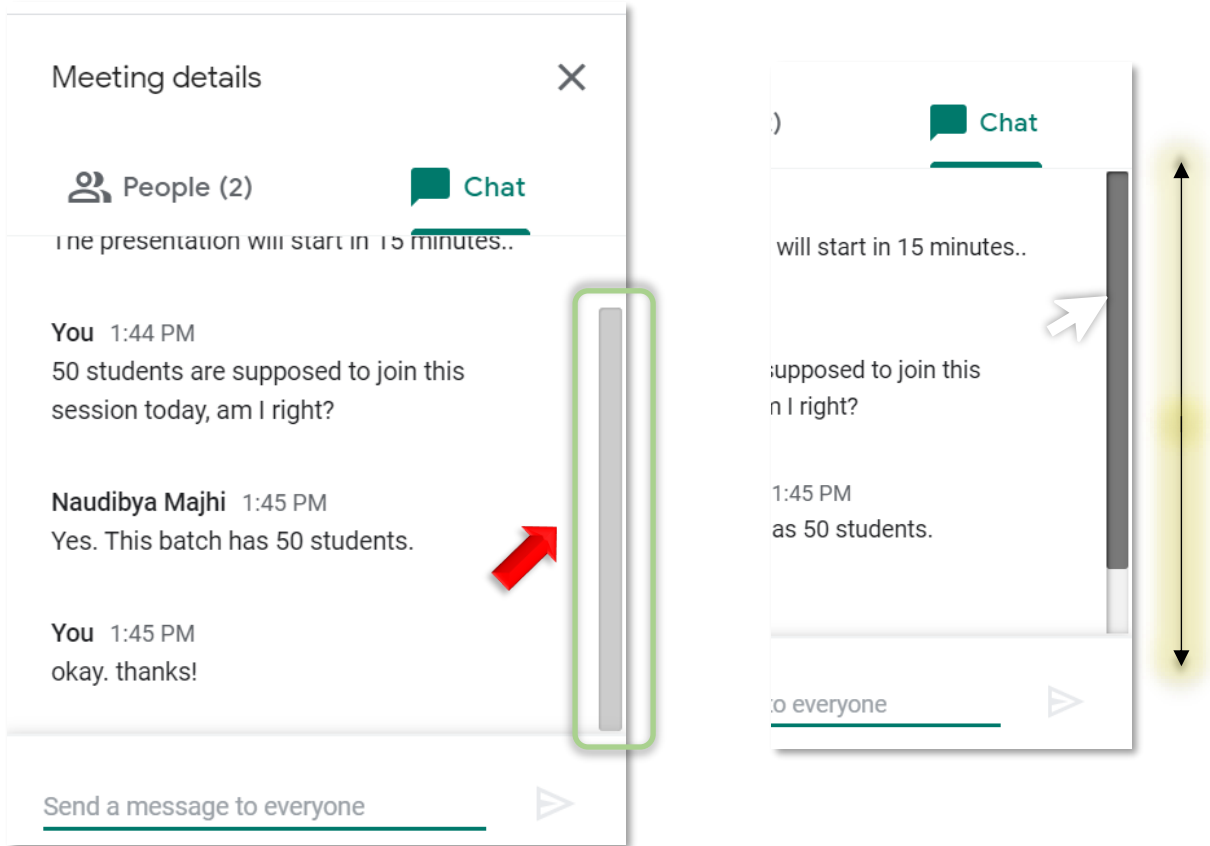
At the bottom of the chat-box a window '**Send message to everyone**' can be seen.

Click on the window for the cursor to appear and type your message.

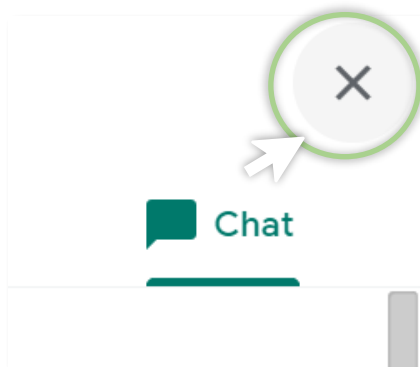
Click on the green arrow on the right side of the window to send the message.



The messages sent by the participants will be visible in the chat-box to everyone.
Click and drag the scroll bar up/down to scroll through the messages.



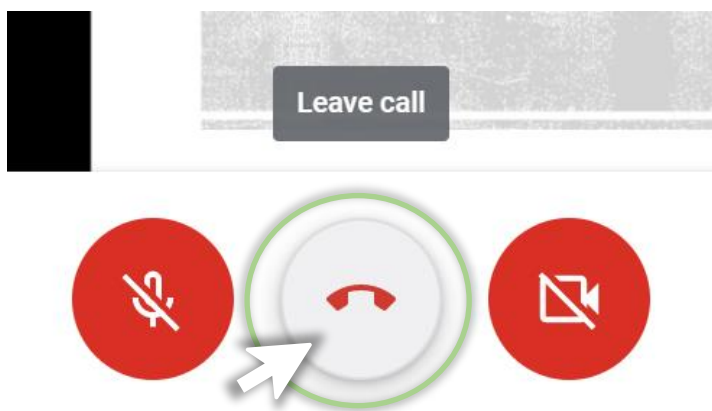
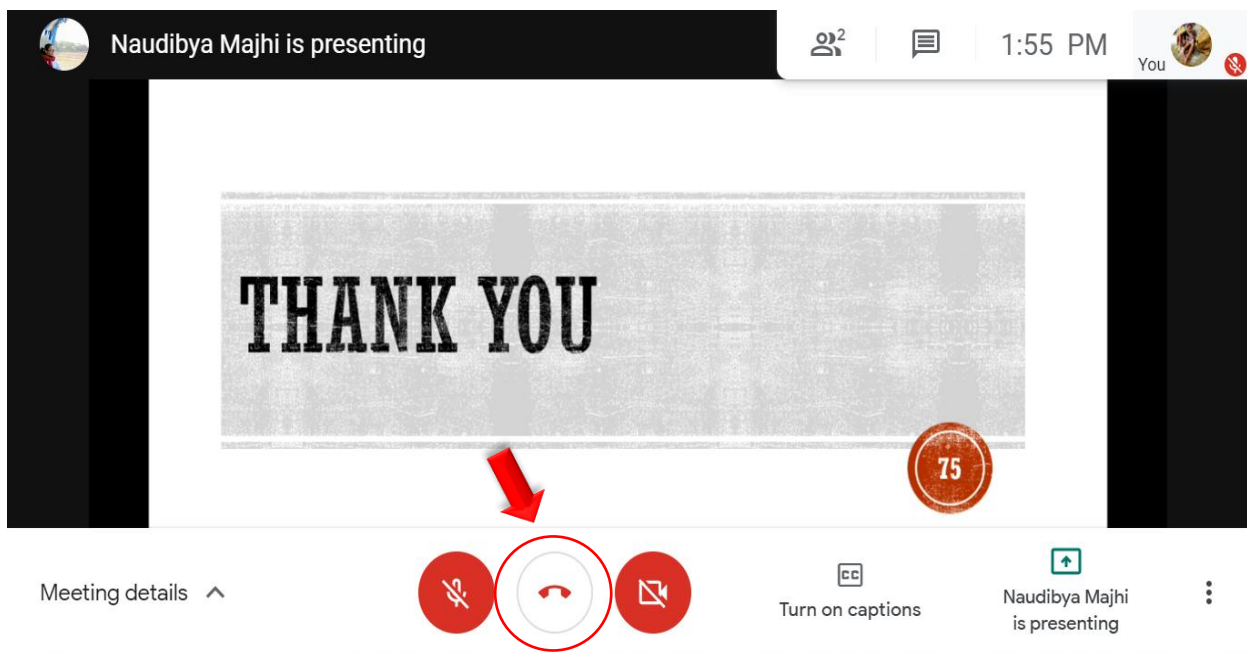
Find the cross symbol at top-right corner of the chat-box and click on it to exit the chat window.



Ending the session

After a session is over, convey the participants when they can exit the meeting.

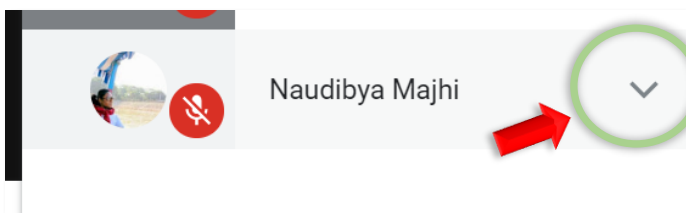
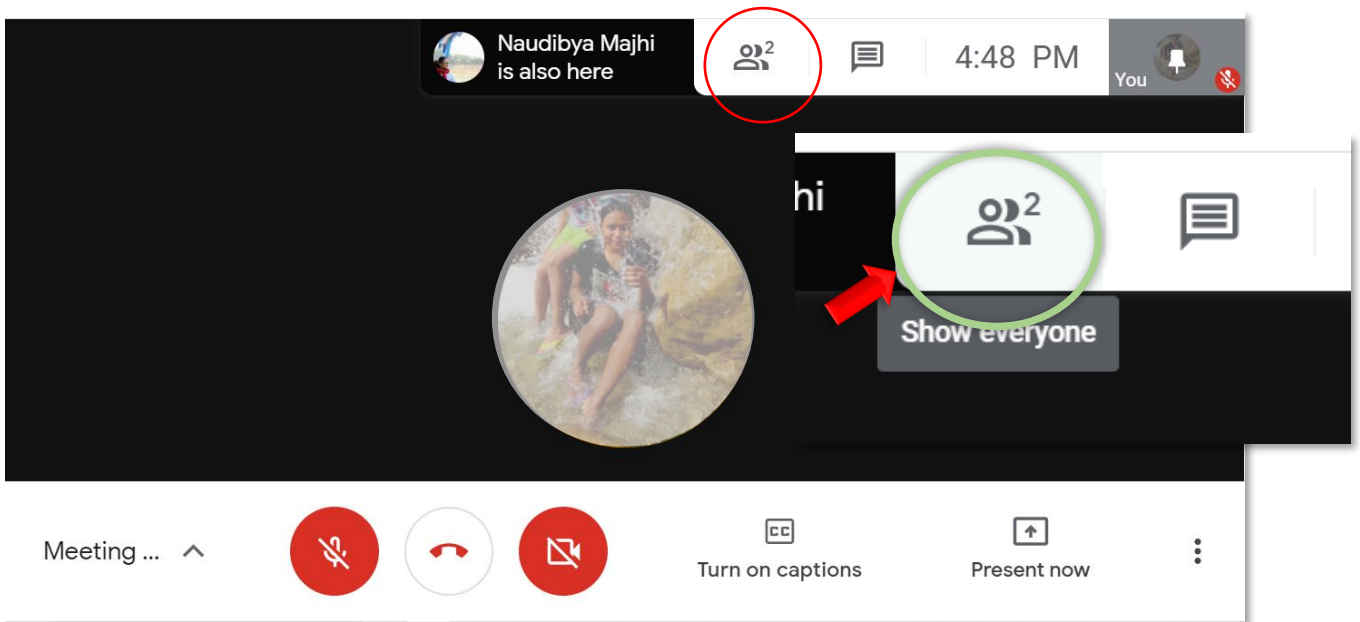
To exit the meeting find the leave call symbol located at the bottom of the screen in the centre and click on it to exit the meeting.



Click on the '**Leave call**' symbol to exit the meeting.

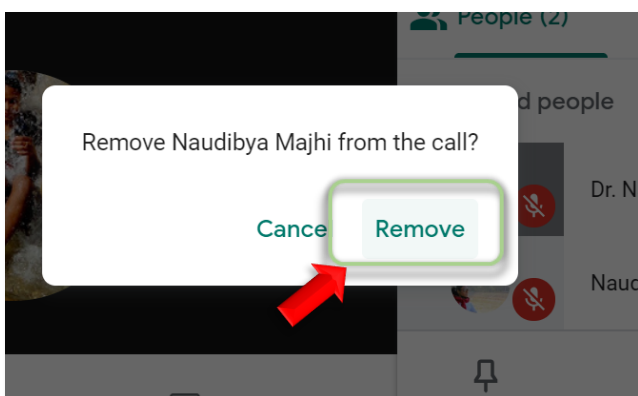
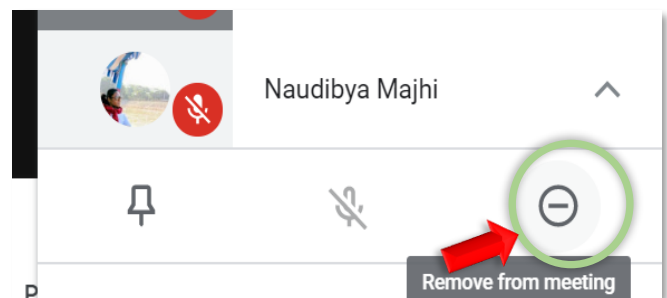
Alternatively, participants can also be removed by the host.

To remove a participant, click on the 'People' icon located on the top-right area of the screen to open the list of participants.



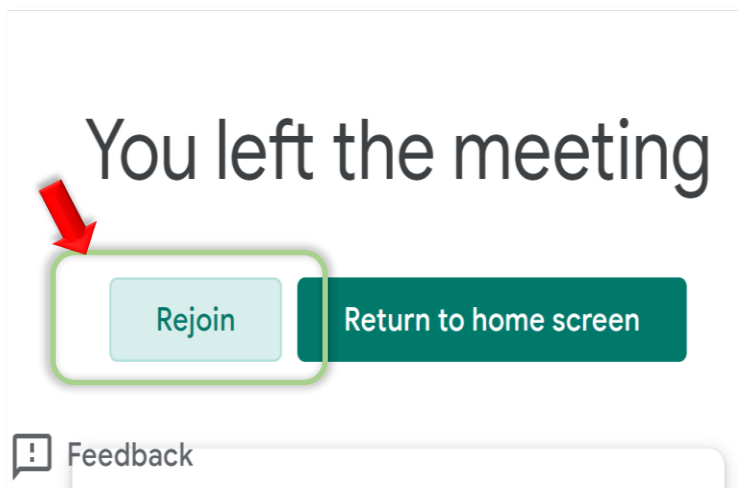
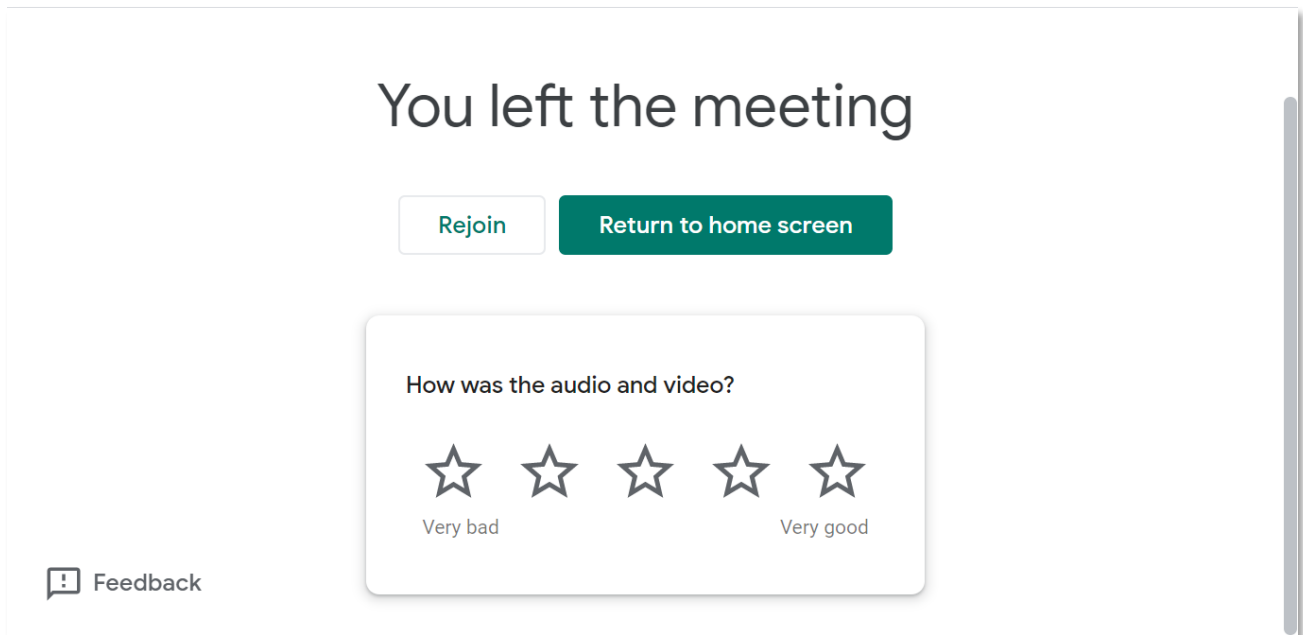
Click on the downward arrow beside a participant's name for the options to display.

Click on the minus sign to remove that particular participant from the meeting.



When a question box pops-up to confirm the action click on 'Remove'. The participant will be removed from the meeting.

This page appears on the screen of the participant who has exited the meeting.



If someone accidentally leaves the meeting, they can rejoin an ongoing meeting by clicking on the **'Rejoin'** tab.

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