

# Google Meet Setup

## Wellness Risk Management

by Dr, Victor Jean Ouellette, DC, MS December 28, 2021

<https://WellnessRiskManagement.com/google-meet-setup.pdf>

Version 1.0

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1. Print this file and place it beside your computer as a reminder.
2. Meetings should be planned. Set an appointment date, a clock time and an ending time.  
[See this link for a jump to Planning.](#)

### Technical set up

3. Check that your laptop has the power connected. Don't rely on Battery power.
4. People can use their cell phone too by downloading the Google Meet App.
5. Check the lighting in the location you will be at to ensure you are well lit. I like to place a softer yellow table lamp to my left and the outdoor patio door to my right for daylight. Will test nighttime lighting later.
6. Use Google Chrome Browser as it offers the easy option to block out your house in the background. Other browsers may as well, but I'm not going to check out all possible browsers at this time.
7. You may have to download and install the free Google Chrome Browser.
8. When that is done go to Google Meet.
9. When testing your Google Meet set your background to block out your room.
10. To do that click on the three vertical dots in the toolbar at the bottom of your screen
11. Select Apply visual effects
12. Select a background
13. Then Close the visual effects window.
14. Set your microphone to mute.
15. Put headphones on it you need them.
16. Cordless headphones may give you poor quality sound. I found that a Sony cordless unit was not nearly as good as my Beats headphones connected directly to the computer headphone jack.
17. The position that you sit in may also affect both the sound and the quality of the video. If you sit back away on a couch and use wireless mouse and keyboard you may have a less clear experience.
18. The quality of your microphone and camera technology may also affect your experience.

### Personal Details

19. Check your hair
20. Clothing
21. Teeth
22. Shave
23. Dress nicely

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24. Learn to smile and look positive. If you don't know how to do that then practice. It's like dancing, practice makes perfect. As dancers we all pretty much know this. But, these notes will be for other people in the future.
25. If you want to groom yourself then set your Camera to **off**.
26. Try to you keep your hands away from your face.
27. Watch some news casters on TV to learn some tricks about eyebrow use and forehead use and smiling.
28. Sit straight
29. Un-mute or raise your hand if you wish to speak to the group.

### Planning a Google Meet with Regard to Content Development

Even if you are going to have a close group of friends get together in a Google meet it's important to have an agenda written up. It's even more important if you're having a large group involved in the meet.

1. Have a list of topics to discuss drafted.
2. Prioritize your list and then re-order the list.
3. Have a list of questions to ask written up.
4. Prioritize the question list then re-order the list.
5. Know how long your meet can be on line for.
6. Decide if you will need to record the meeting.
7. Plan a thank you for everyone on the meeting.
8. Have a plan to include everyone in the dialogue.
9. If you want to present visuals then check them out ahead of time to determine if they will work.

Anyone with further suggestions... please email us using whatever email address your group uses to connect with Dr. Ouellette.