## Overview

Teachers now have more control over their Google Meet sessions. With Host Controls, teachers can manage Meet access as well as screen sharing and chat availability. In addition, all users can blur their background and change their Meet layout.
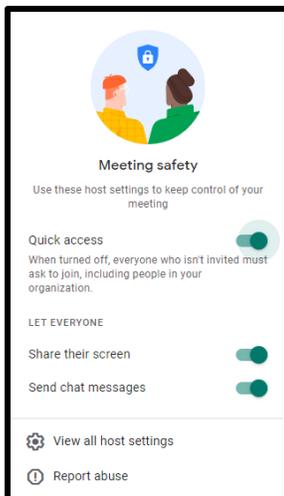
Host Controls

Use Host Controls to keep control of meeting features including access, screen sharing, and chat accessibility. Host Controls are available from within the Google Meet.

1. Click **Host controls badge** in the bottom left, next to the meeting name.
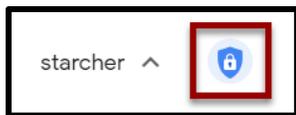
2. Toggle control settings **on and off**. Green means the setting is turned ON.

Note: All Host Controls are turned ON by default. Host Controls can be turned on and off as needed once the meeting has started.

Quick Access

- When Quick Access is turned on, participants inside FWISD do not need to request permission to join a meeting.
- When Quick Access is turned off anyone who wasn't invited to the meeting is required to ask to join. This includes people in FWISD and students who joining using a Google Classroom link.

Share their Screen

- When Share their screen is turned on, all participants can share their screen.
- When Share their screen is turned off, only the meeting host can share his/her screen.

Send Chat Messages

- When Send chat messages is turned on, everyone can send chat messages.
- When Send chat messages is turned off, only the host can send chat messages. Everyone can see the messages sent by the host. You can turn this feature back on in the Chat window.

Blur Background

To help limit distractions in your meeting, you can blur your background. You will appear clear while everything behind you is blurred. This feature will appear only for eligible devices that meet the technical requirements. Background blur is currently not available on Chromebooks.

In a Meeting

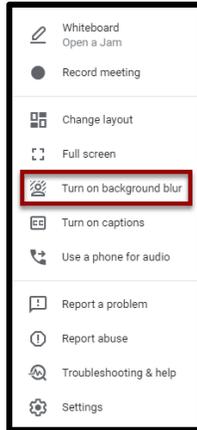1. Click **More** on the bottom right side of the screen.

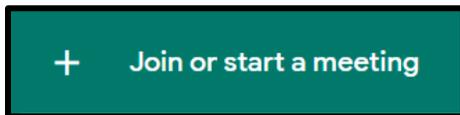2. Click **Turn on background blur**.
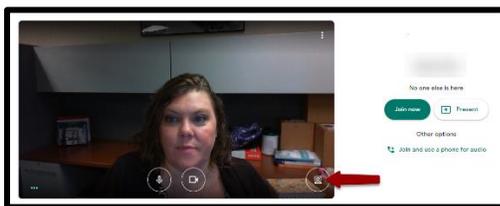

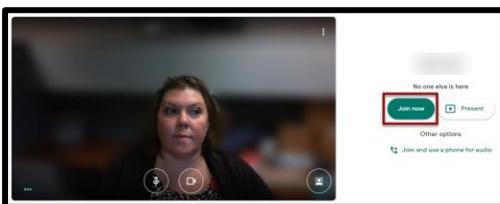**Before a Meeting**

1. Open **Google Meet**.
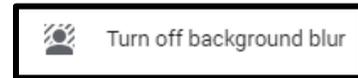

2. Select the **meeting**.

3. Click **Turn on background blur** in the bottom right of your self-view.

4. Click **Join Now**.

Note: Blurring your background may slow down your device. You may want to turn this feature off to allow other apps to run faster on your computer. To turn off background blur, click **more** and select **Turn off background blur**.
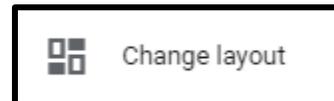

Change your Layout

You can change the number of participants you see on your screen. The number of tiles may change depending on the size of your browser window.

1. Click **More** on the bottom right side of the screen.

2. Click **Change layout**.

3. Choose an option:

   Auto: The view that Meet chooses for you. By default, you will see 9 tiles on your screen.

   Tiled: The view that can show up to 49 people at the same time. By default, you will see 16 tiles on your screen. At the bottom of the window, move the slider to the number of tiles you want to see on your screen.

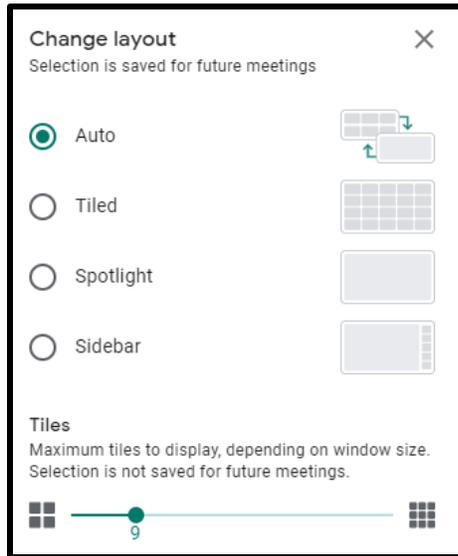   **Spotlight**: The active speaker or shared screen fills the entire window.

   Sidebar: The main image is of the active speaker or shared screen. You will see

thumbnails of additional participants on the side.

Note: Your new layout preference is automatically saved, but the number of tiles will revert back to the default setting at the start of every meeting.