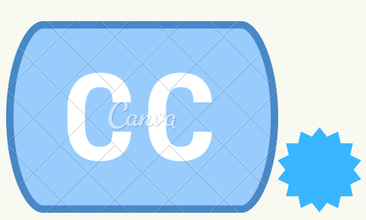
GOOGLE HANGOUTS MEET EXPECTATIONS

When you enter the virtual meeting, **mute yourself**

If you can, wear **headphones** so you can hear better.

Turn on the **captions** if you are having trouble hearing the speaker.



When you have a question, type it in the **chat box** OR use the **“raise hand”** button

Make sure your camera is **turned on** and that the lighting is good so everyone in the group can see you.

Always be polite and respectful, pay attention to the speaker