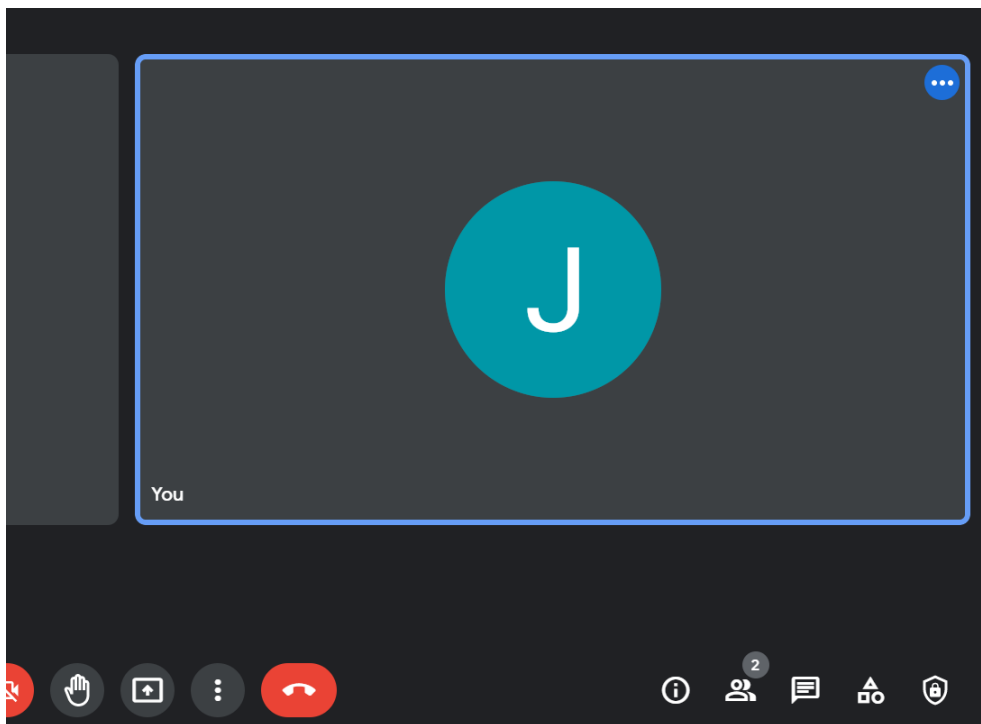


book fair

at rockcliffe park public school

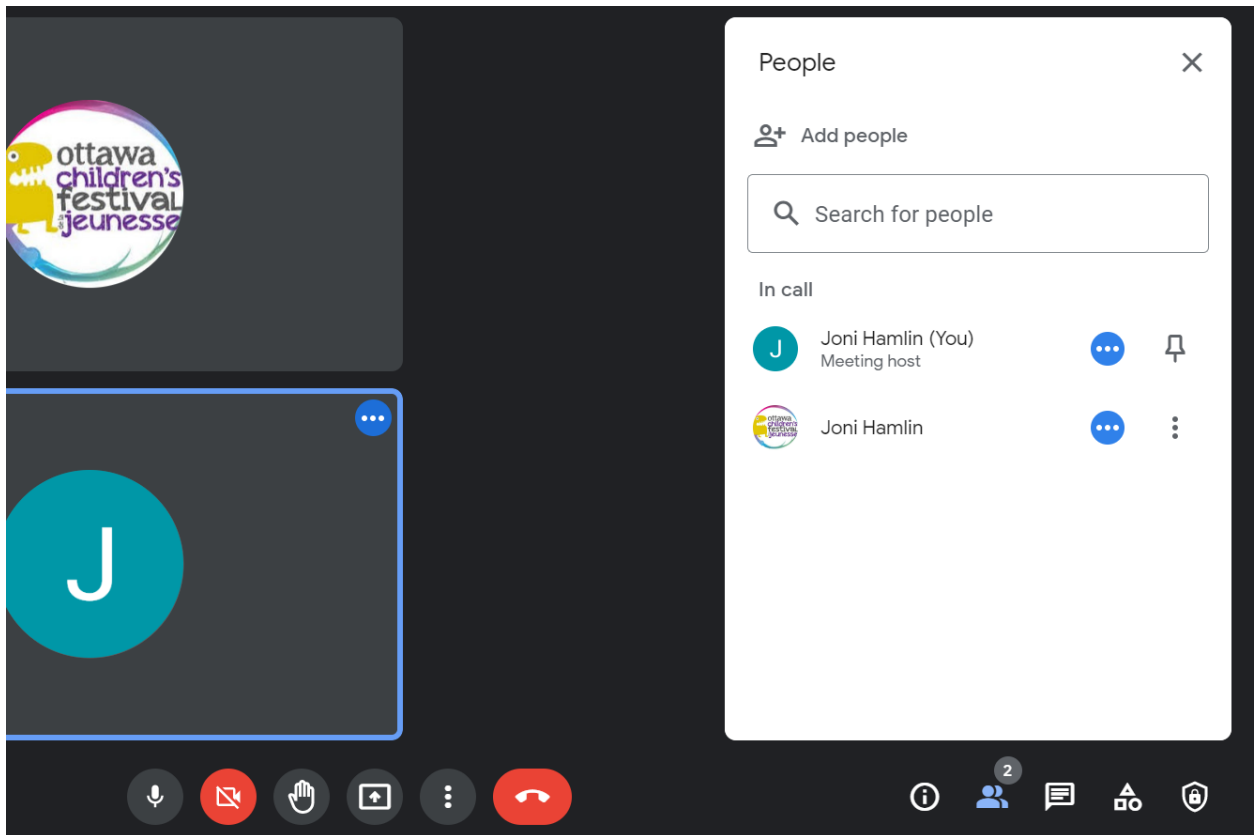
INSTRUCTIONS TO PIN A SPECIFIC WINDOW/PERSON

Note the icons at the bottom right of your screen

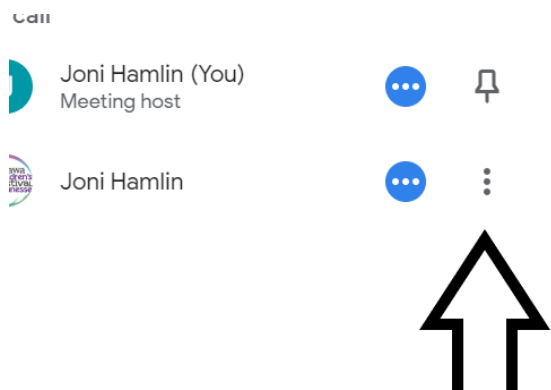


There is one that shows people and there is a number in a circle just above it. That is how many people are on the Google Meet, including yourself.

Click on that symbol and this is what you see:



To pin a specific window to your screen, you click on the 3 dots, one on top of the other (not the three dots in the blue circle)



When you click on those other three dots you see



Joni Hamlin (You)
Meeting host



Joni Hamlin (You)



Pin to screen



Remove from meeting

And you can click on “Pin to Screen”. That person’s window will be the biggest on your screen.

When you are pinning the teller to your screen you are just doing it to change how YOU see the presentation. Everyone must pin the teller through their own computer.