

## ASK DC – GUEST INSTRUCTIONS

Thank you for your interest in the Durham College (DC) Ask DC: Future Students event! We hope you will find the information you are looking for, and connect with our faculty and student services to learn about the DC student experience.

### JOINING THE EVENT

On the day of the event, please log on to [www.durhamcollege.ca/askdc](http://www.durhamcollege.ca/askdc) between 5 to 8 p.m. From here you can access the live sessions with representatives from DC academic schools and services.

Follow these steps to access the Google Meet live session for programs:

- » Click the link beside any of the sessions you would like to attend to join the session via Google Meet.

### CONNECTIVITY FOR GOOGLE MEET

- » Google Meet works best in the Google Chrome browser.
- » Google Meet will also work in Firefox, Safari and Microsoft Edge.
- » Do not use Internet Explorer to access Google Meet.
- » We recommend closing all other windows and programs running on your computer to help with connectivity.
- » There is also a Google Meet app that can be downloaded to a mobile device. Search Google Meet in the App Store.

### HOW TO USE GOOGLE MEET

- » After clicking the Live Session button for your session of interest, provide your name when prompted and then select Join Now to request to join the live session. If you are already logged into a Google account on your browser, you will not need to re-enter your name.
- » You are welcome to use the video function while in the live session, but this is not required and is completely up to you.
- » Upon entering the session, your microphone will be muted. If you have a question, please type it into the Chat function in the top right-hand corner of the screen. (Chat function icon is below on the right of a speech bubble with three lines.)



- » If you would like to ask a question using the microphone function, please make a request to do so via the Chat function. The chat moderator will then let you know when to unmute your mic and ask your question. Once you have asked your question, the moderator will mute your microphone again.



- » To unmute your microphone, hover your cursor across the bottom of the window. A white bar will appear with three icons: the microphone, the red telephone (which allows you to leave the live session) and the video camera (it will be red with a line through it if you are not using video). Click the microphone icon to use it; it will be white without the line through it when unmuted.
- » Closed captioning is also available for the live sessions. In the same white bar will be the Turn on Captions icon (see below), which you can click to turn on.

### STILL HAVE QUESTIONS?

[View a list of FAQs for Google Meet.](#) If you have further questions, please use the Live Chat function on the Ask DC homepage.