

The logo for internet matters.org, featuring the text "internet matters.org" in white lowercase letters on a bright green rectangular background.

# Google Meet Security Settings

## Controls & settings guide

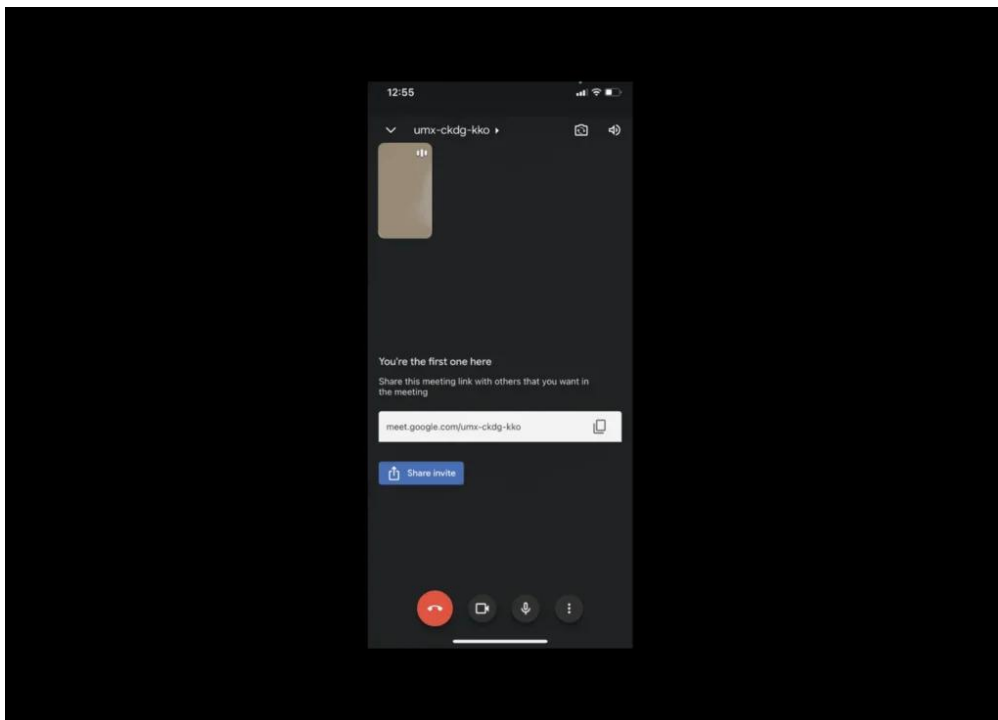
Google Meet's security controls are turned on by default, so in most cases, you don't need to take extra steps to ensure that the right protections are in place, however, you may want to know the basics of how to keep your family extra secure when video-calling.

## 1 Where to report abuse

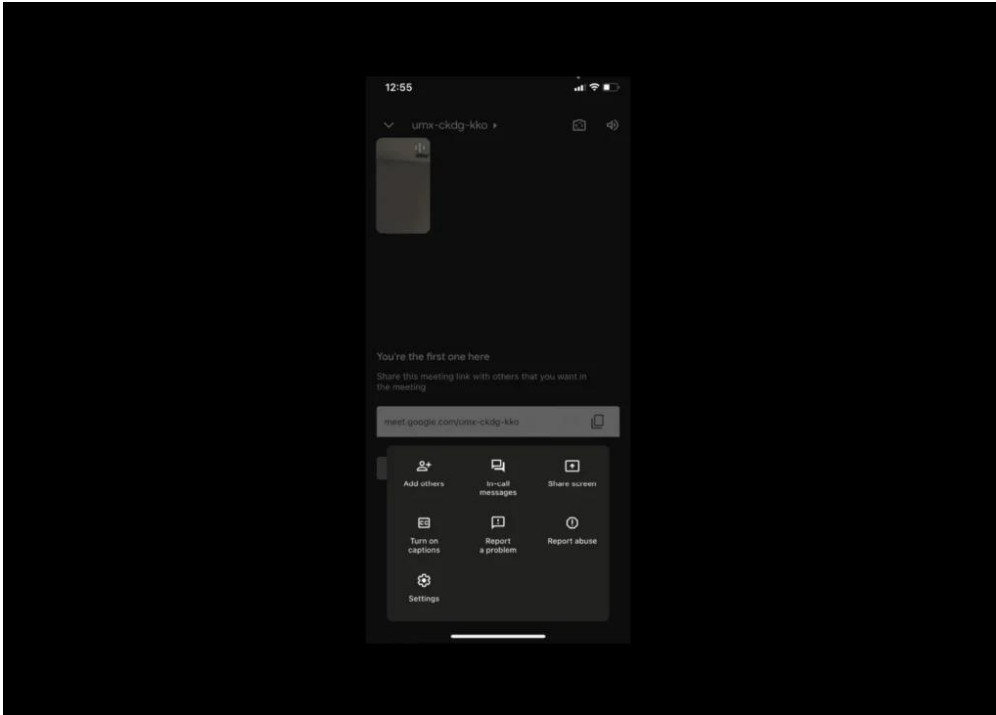
Anti-abuse features on by default. No one can join a meeting unless invited or admitted by the host. If you believe someone is violating the Google guidelines you can report them.

### When in a video call:

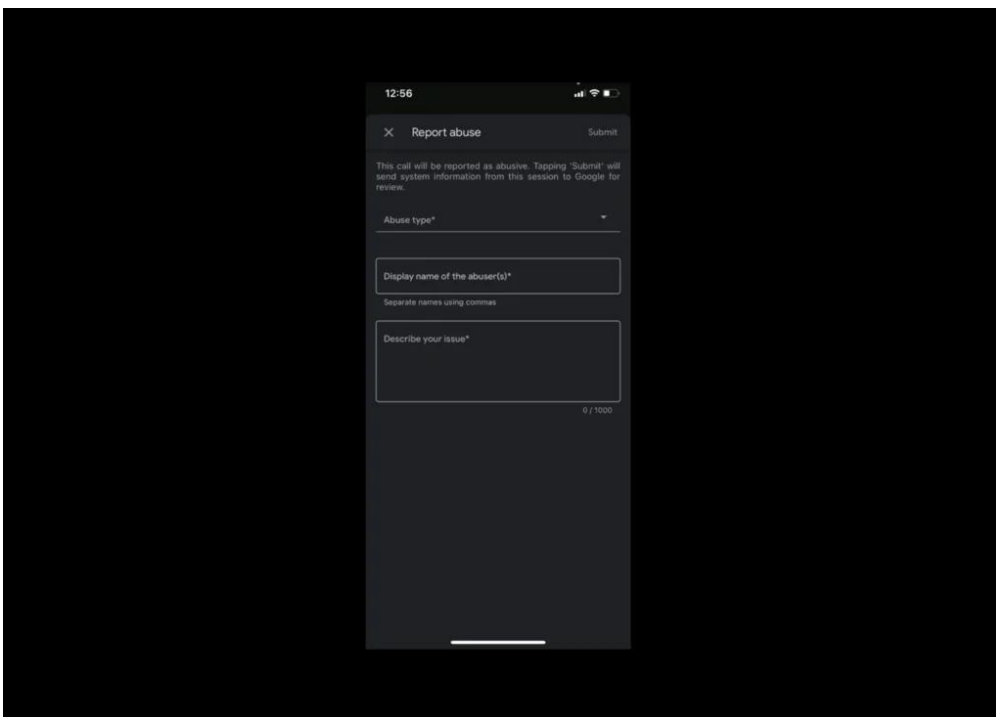
**Step 1** – Tap the three dots in the bottom right corner (same on both desktop and app version)



**Step 2** – Tap **Report abuse**



**Step 3** – Fill in the information and tap **Submit** (Report if using desktop version)



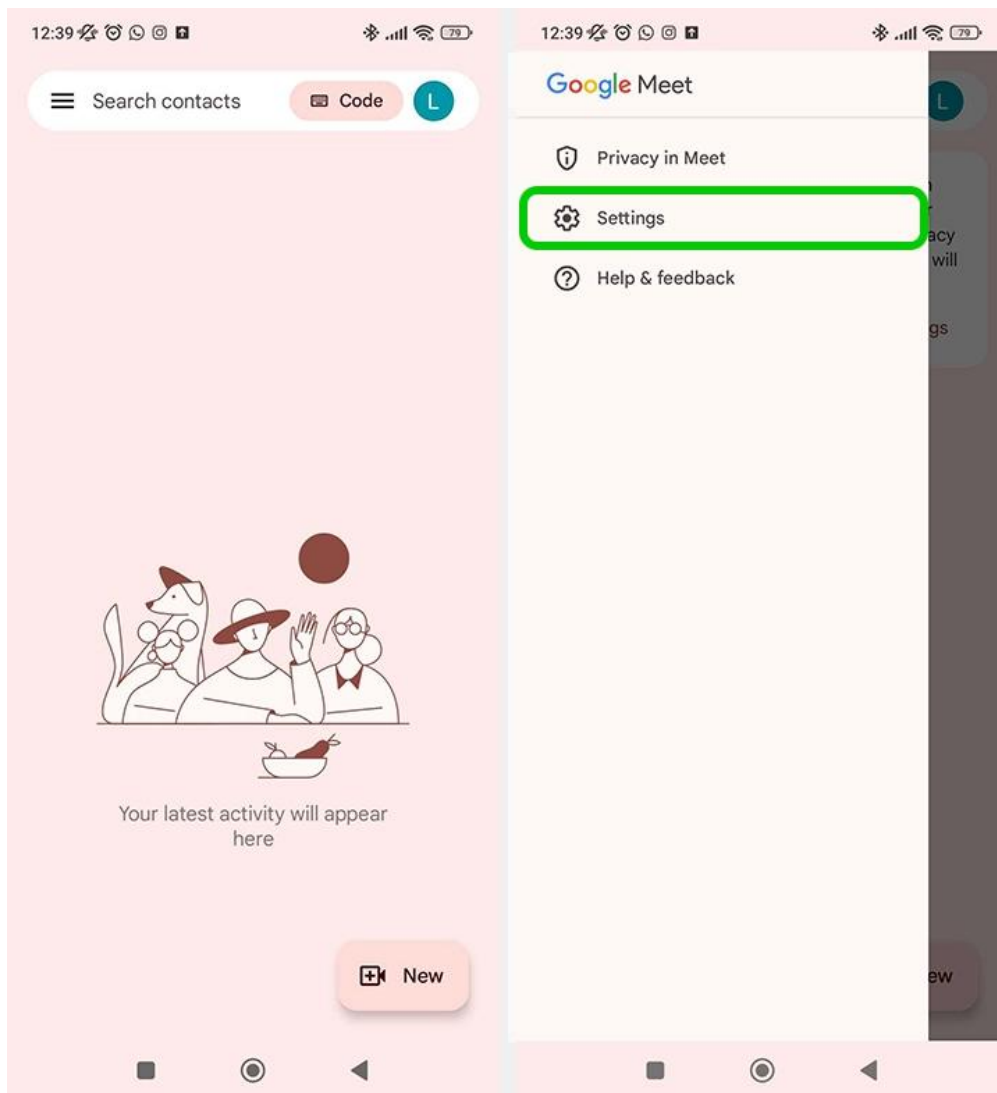
## 2 Manage who can call your child

In the Google Meet settings, you can set it so that only known contacts can call you. This prevents strangers from making contact.

## To edit who can contact you:

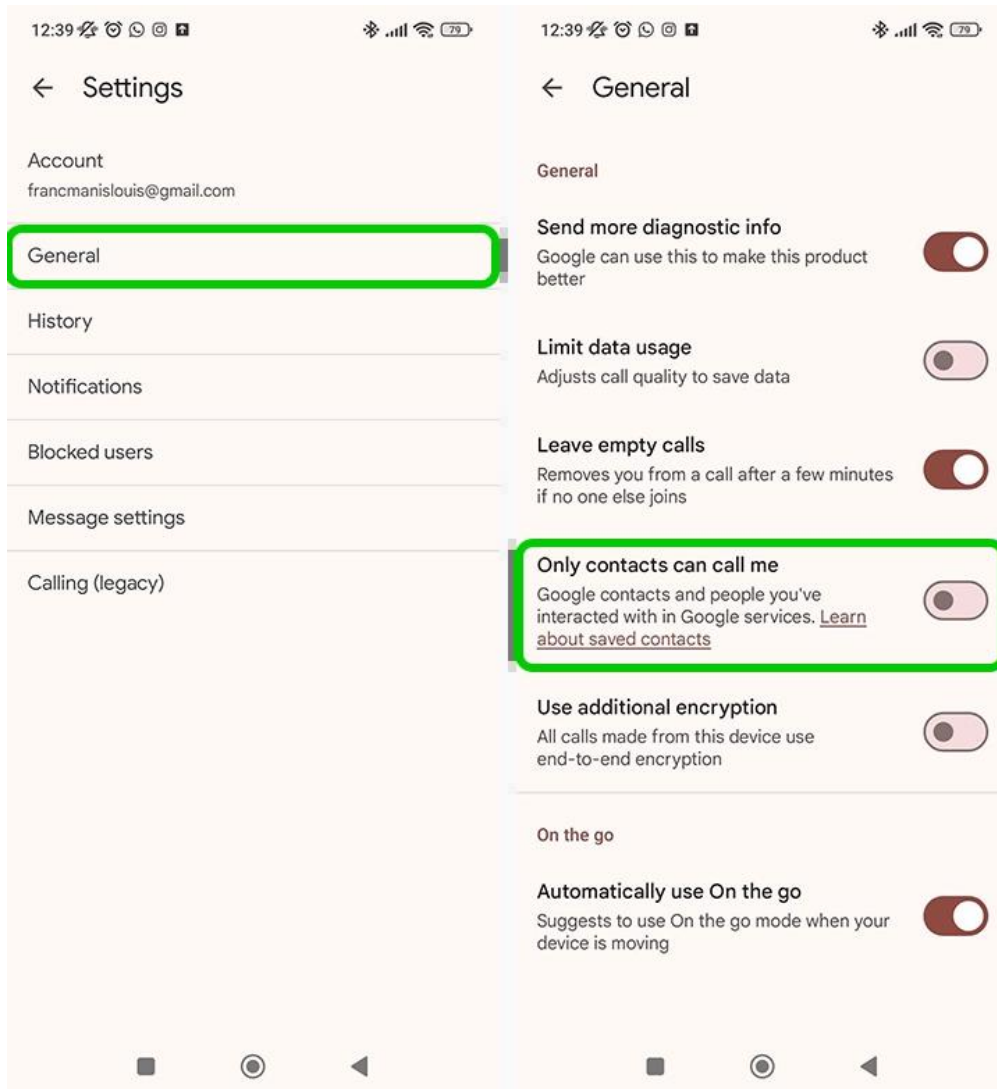
**Step 1** – On the home page, click the **3 vertical lines** in the top left corner.

**Step 2** – From the menu, select **Settings**.



**Step 3** – Select **General**.

**Step 4** – Toggle on **Only contacts can call me**.



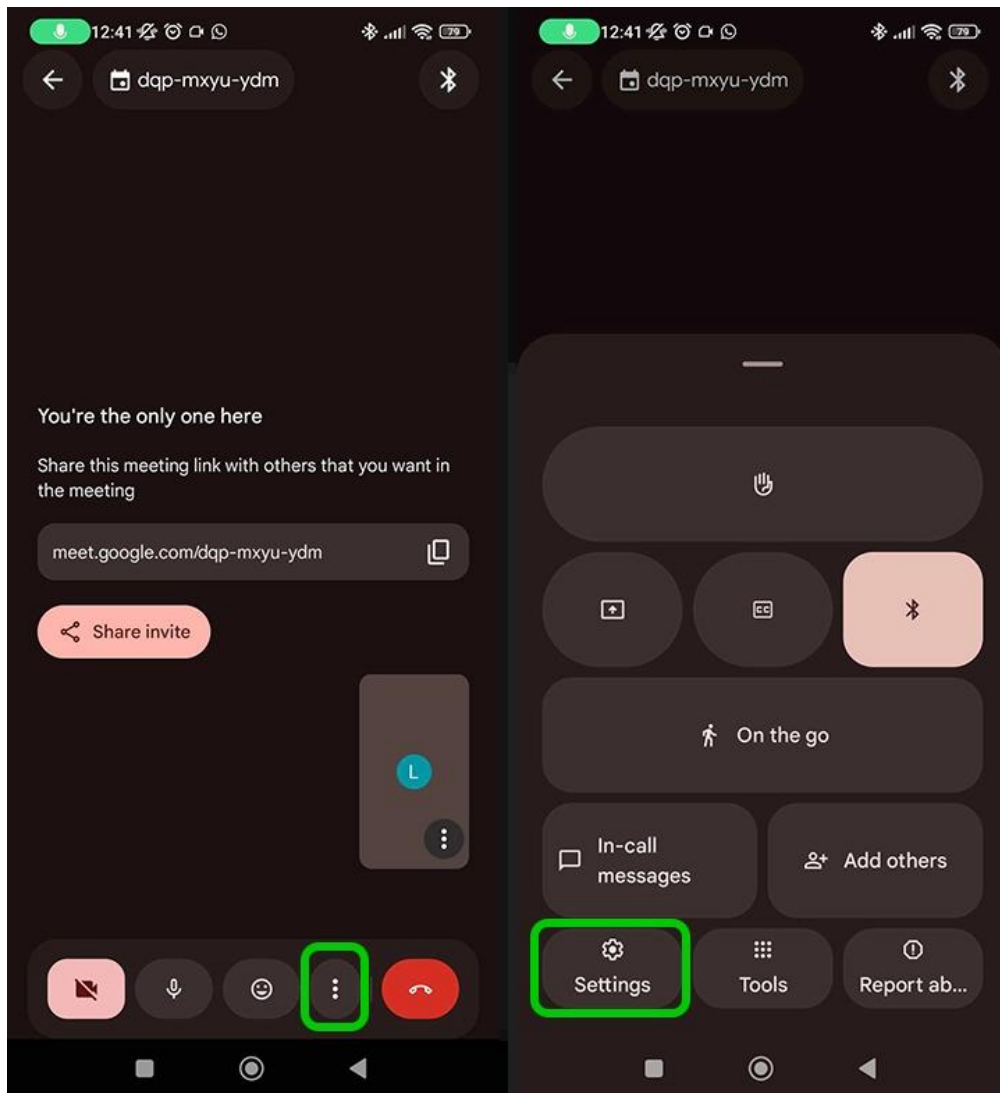
### 3 Use Host controls

While in a call that you are hosting, you can edit settings to manage what other participants can do.

#### To access Host controls:

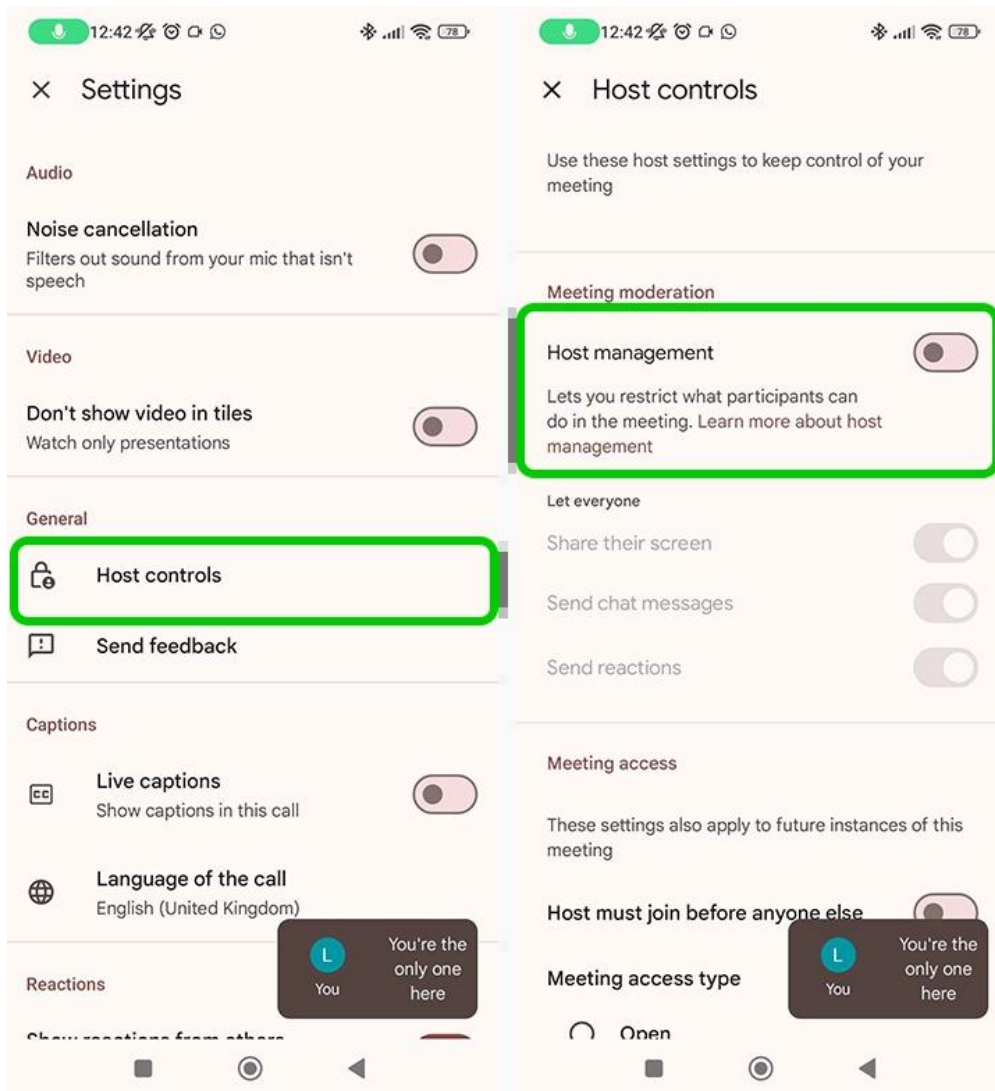
**Step 1** – In a call, click the **3 vertical dots** at the bottom of the screen.

**Step 2** – Select **Settings**.

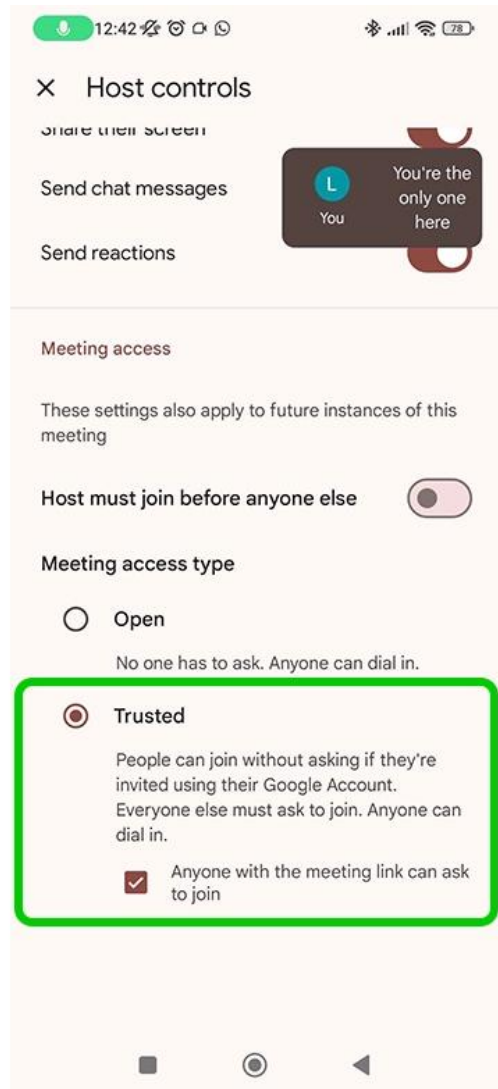


**Step 3** – Select **Host controls**.

**Step 4** – Toggle on **Host management** to begin managing what participants can do in the meeting.



**Step 4** – Scroll down to edit meeting access. You should set this to **Trusted**, so strangers can not join the meeting without permission.



## 4

### How to remove a participant (Desktop version only)

Meetings organised through a Google Workspace account: A participant from the domain that organised the video meeting can remove another participant, if necessary.

Meetings organised through a personal Google Account: Only the event moderator can remotely remove another participant.

## When in a video call:

**Step 1** – Click the **back arrow**

**Step 2** – Point to the person

**Step 3** – Click **Remove**

## 5 Where to mute a participant

If there's feedback or background noise in a video call, you can mute other participant's microphones. For video calls organised through a personal account, only the organiser can mute other participants.

### When in a video call (App version):

**Step 1** – At the top left, tap the meeting name

**Step 2** – On the 'People' tab, next to a participant, tap **Menu**

**Step 3** – Tap **Mute**

### When in a video call (Desktop version):

**Step 1** – On the '**People**' tab, select the person and tap **Mute**

**Important:** If you don't see the People tab, long-press/tap a participant's thumbnail, tap the microphone icon.

For privacy reasons, you cannot unmute another person. Ask the participant to unmute their audio. To mute or unmute yourself, tap Mute.

## Dial-in participants

Applicable for video calls organised by Google Workspace users only.

Phone participants press **\*6** to mute or unmute their phone.

If someone else mutes you, you can only unmute if you press **\*6**.

