

# Google Meet

## 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.

# What do I need?

A Google account (email address and password)

## Restrictions you can apply



Calls & Texts



Chatting



Privacy

## Step by Step instructions

[Report abuse](#)

[Report a problem](#)

[Remove a participant \(Desktop version only\)](#)

[Mute a participant](#)

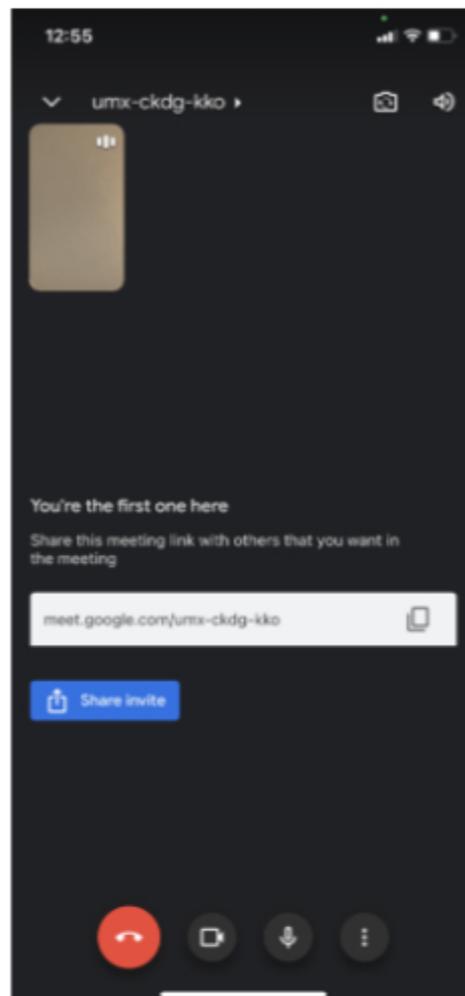
## 1. Report abuse

**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.**

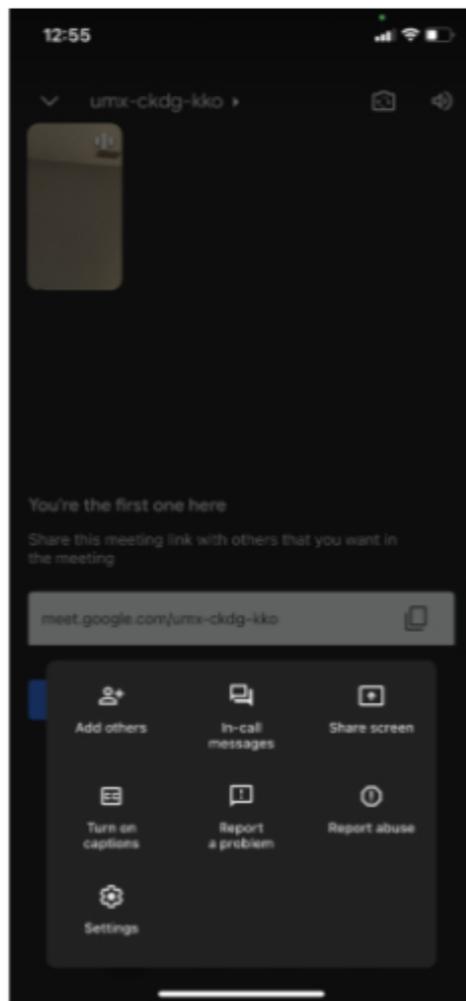
When in a video call:

- Tap the three dots in the bottom right corner (same on both desktop and app version)
- Tap Report abuse
- Fill in the information and tap Submit (Report if using desktop version)

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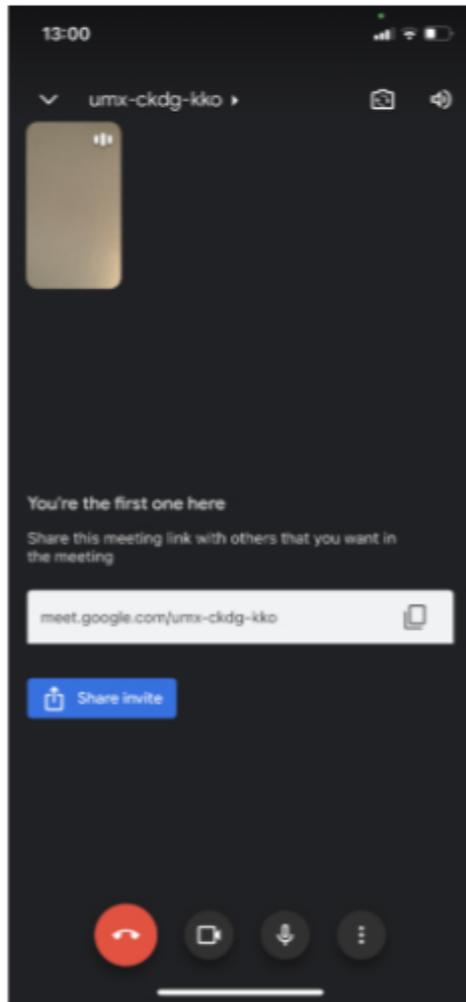
The screenshot shows a mobile application interface for reporting abuse. At the top, the status bar displays the time 12:56 and signal strength. The app header is dark with a white 'X' icon on the left, the text 'Report abuse' in the center, and a 'Submit' button on the right. Below the header, a message states: 'This call will be reported as abusive. Tapping "Submit" will send system information from this session to Google for review.' The form contains three main sections: 1. A dropdown menu labeled 'Abuse type\*' with a downward arrow. 2. A text input field labeled 'Display name of the abuser(s)\*' with a note below it: 'Separate names using commas'. 3. A larger text area labeled 'Describe your issue\*' with a character count '0 / 1000' at the bottom right. The bottom of the screen shows a white home indicator bar.

## 2. Report a problem

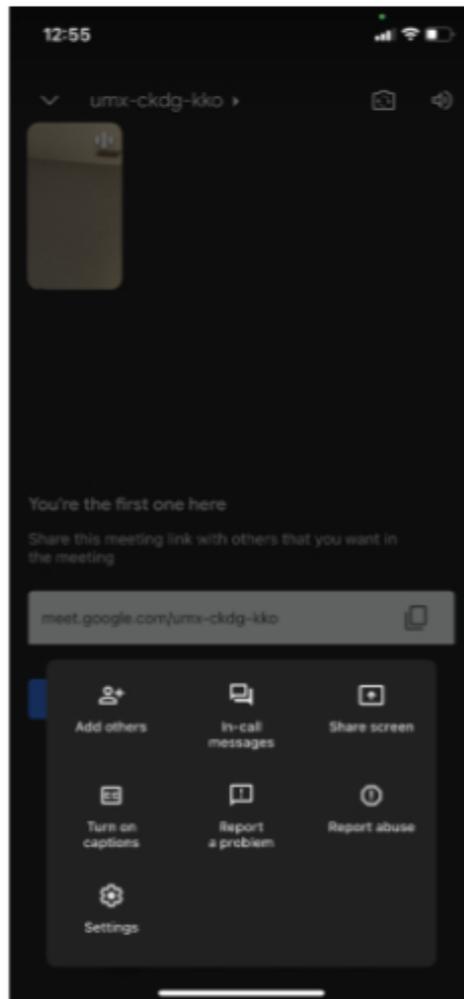
When in a video call:

- Tap the three dots in the bottom right corner (same on both desktop and app version)
- Tap Report a problem. You will be asked to enter the information
- Tap Send

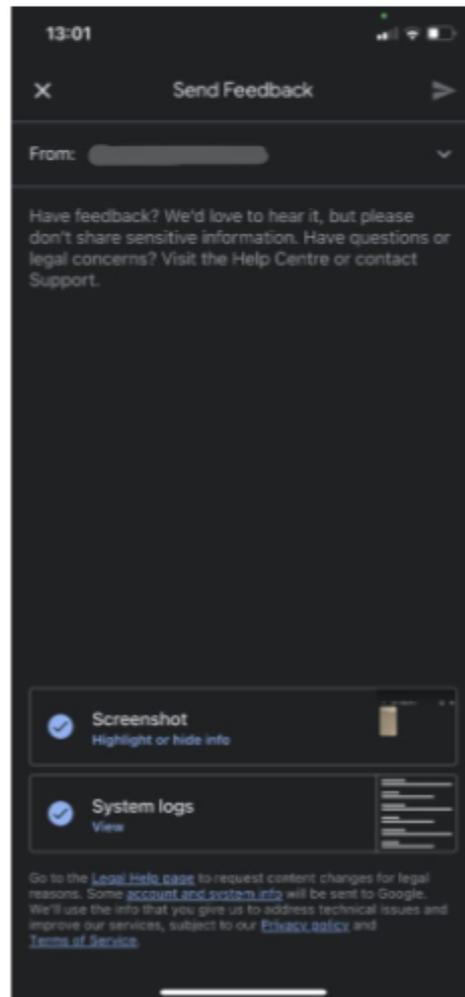
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### 3. Remove a participant (Desktop version only)

**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:

- Click the back arrow
- Point to the person
- Click Remove

## 4. 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):

- At the top left, tap the meeting name
- On the 'People' tab, next to a participant, tap Menu
- Tap Mute

When in a video call (Desktop version):

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.

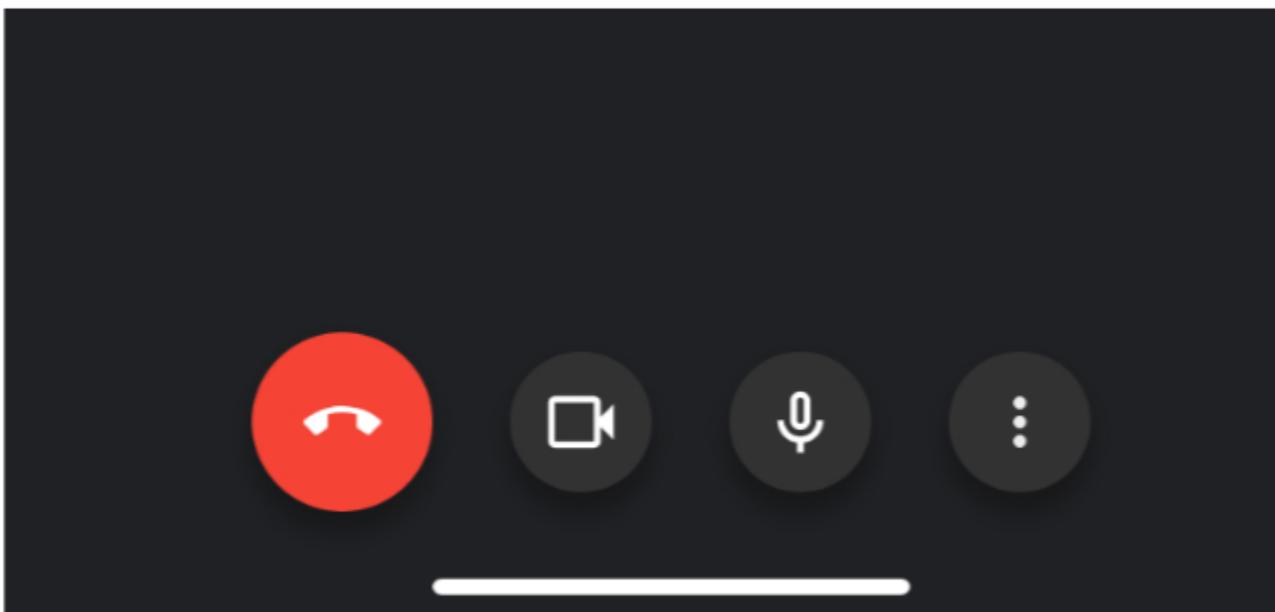
Dial-in participants

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.

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