



LUCAS  
REAL ESTATE

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## USING GOOGLE MEET

In-person attendance was always preferential but extenuating circumstances have altered in-person meetings for the foreseeable future. We use Google Meet for video conferencing, virtual meetings and mediations. Meet is part of “G Suite”, the business versions of Google products used by millions daily. Google Meet is easy and works with any computer browser, no account or software or download required (*optional mobile device apps do require download, simply search for “google meet” in your download store, i.e. App Store, etc.*). Parties and their counsel can appear from the same, or multiple locations. There is no limit on the number of locations and connections.

**JOINING:** 1) Simply click the link that will be provided to you (a backup dial in number is also provided) and you are taken to the virtual lobby. 2) You may be prompted to allow access for your camera and microphone; allow this access. 3) Then simply type in your name and click “request to join.” You are done. Wait for the host to start the meeting. See illustrated guide....

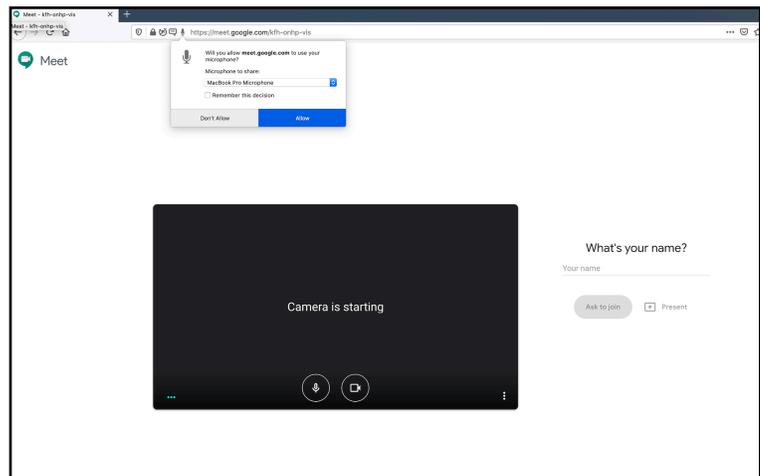
### Illustrated Guide:

#### **STEP ONE:**

Click on the link provided to you (or use this link as a test:

[meet.google.com/kfh-onhp-vis](https://meet.google.com/kfh-onhp-vis))

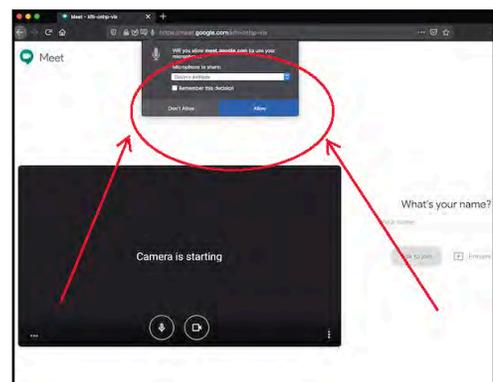
*Your browser should now look like this (right image):*



#### **STEP TWO (if applicable):**

If prompted, allow access to your camera and microphone by clicking the prompts.

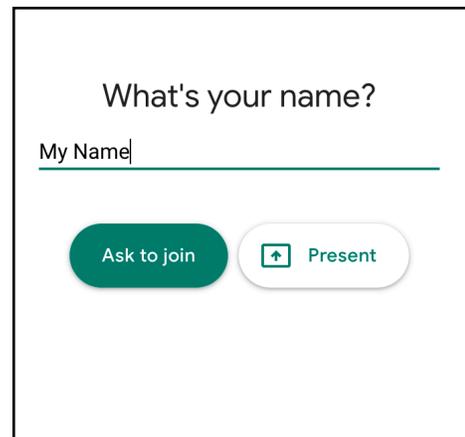
*The right image shows a Firefox browser; other browsers may have slightly different prompts:*



**STEP THREE:**

Type your name where prompted and click, “Ask to join.”

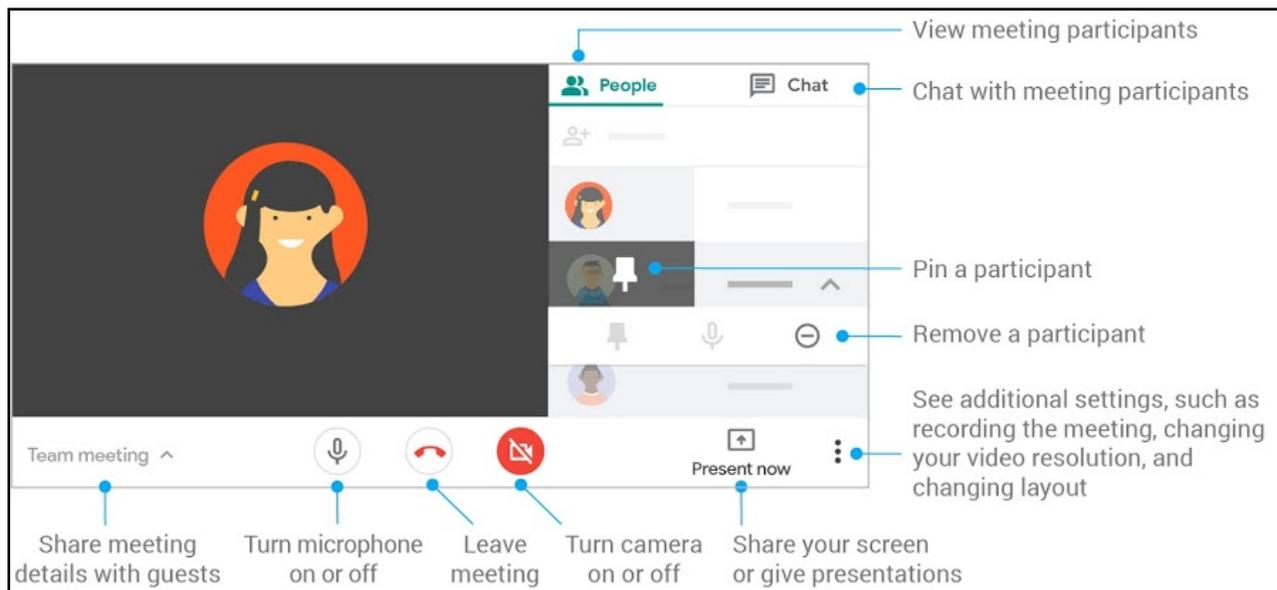
*Right image example:*



**DONE!**

You are now done. Wait for the host to “join” you into the conference. Once into the conference, your screen will look like the below, depending how many people are joined.

*Note to mediation parties: you will always start in a private virtual room, one for each “side.”*



You have various options to “mute” your audio and/or camera (see above image/example), as well as changing the layout of your screen (use the menu by clicking the three dots in the lower right of your screen). If only a two party call, the default view is correct; but if there are multiple parties on your conference, you may want to adjust the layout settings to see more, or less, people at a time.

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Please contact our office with any questions.

We look forward to assisting you.