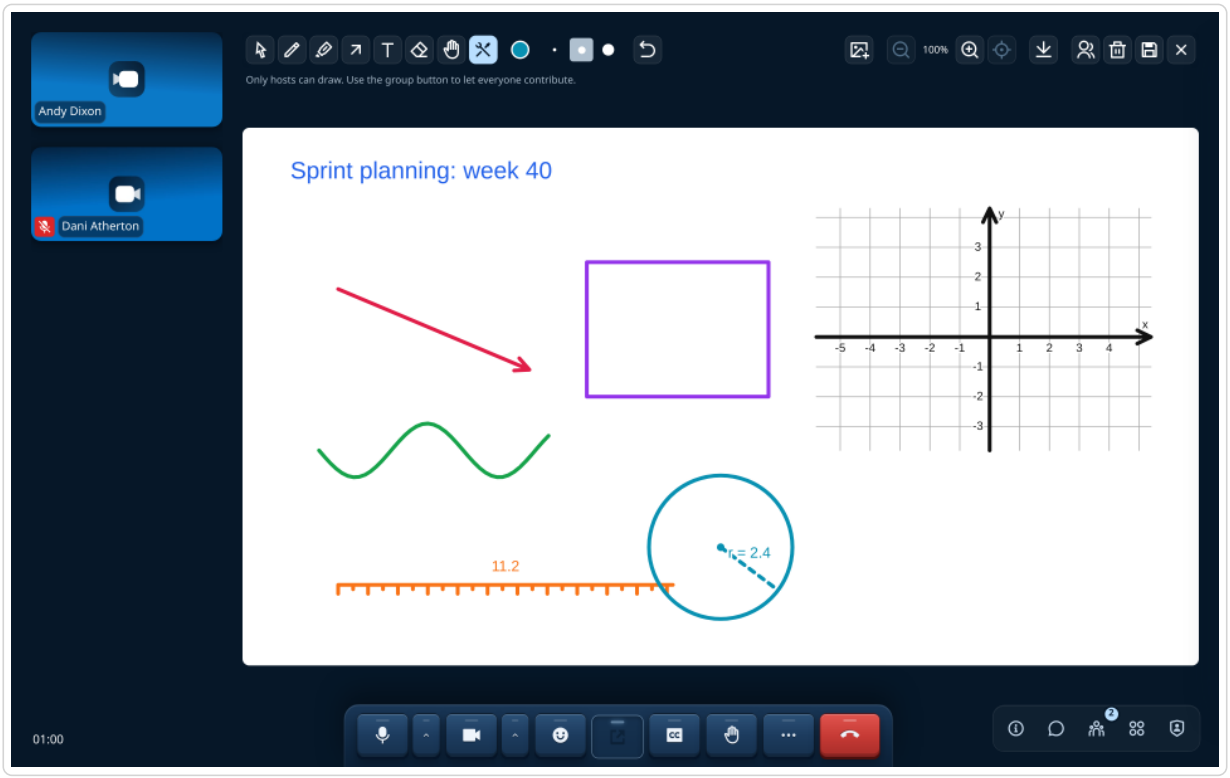
uncomplex.

meet.

The User Guide

Video calls with a whiteboard, a maths kit and notes that write themselves. Nothing to install.



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CHAPTER 1

Start here

Hello! This guide is built for skimming. Seriously, skim it.

You don't need to read this cover to cover (we won't tell anyone). Every chapter starts with a **TL;DR** box. Read that, and only keep going if you want the details. Screenshots show you exactly what to look for.

TL;DR

Meet is video calling in your browser, with a shared whiteboard, a maths toolkit, polls, Q&A, chat, recordings and AI transcripts that name who said what. Nothing to install. Guests just click a link.

Pick your path

Find the row that sounds like you and jump straight there.

I want to…	Go to
Sign in, make an account or reset my password	Chapter 2
Start a meeting, invite people or join one	Chapter 3
Know what every button in a call does	Chapter 4
Draw, write and explain on the whiteboard	Chapter 5
Teach maths or science (protractors, graphs, circuits…)	Chapter 6
Run a poll, take questions or split into rooms	Chapters 7 and 8
Record a meeting and get a transcript or minutes	Chapter 9
Get the chat, boards and recordings afterwards	Chapter 10
Keep a big meeting calm	Chapter 11
Look after accounts and settings (administrators)	Chapter 12
Fix something that's wrong *right now*	Chapter 13
Just the shortcuts, please	Chapter 14

How this guide talks to you

Look out for these boxes. Each has its own icon and word, so your eyes can jump straight to what you need:

TL;DR

The whole chapter in two lines. Busy? Stop here.

Try it

Step-by-step instructions. Follow along in a real meeting.

Tip. Shortcuts and little tricks that save you time.

Careful. Things that trip people up. Worth a glance!

Can't be undone. Something that deletes things for good. Read it twice.

Hosts only. Only people running the meeting (hosts) can do this.

Before you move on

- [ ] The end of a chapter: what should now work. All ticked? You're done.

Buttons and labels you'll see on screen look like this: **Create a meeting**. Keyboard keys look like this: `Ctrl` + `Z`.

A new name. **Meet** is the new name for WebMeet. The app still says WebMeet in a few places: its logo, invitation emails (they come from "Your Name via WebMeet") and the site's address, `webmeet.uk`. Where this guide quotes those, it quotes them exactly as you'll see them.

Who's who

- **Host**: whoever created the meeting room (plus any co-hosts they pick). Hosts have the extra powers: the lobby, muting, whiteboard control, recording, ending the meeting.
- **Participant**: anyone else in the call, signed in or not.
- **Guest**: someone who joined from a link without signing in. Totally fine! They just type their name.
- **Administrator**: the people who look after Meet itself and can create accounts for everyone else (see chapter 12).

Kinds of account

Every account has a **role**. Each one can do everything the one before it can, and a little more:

- **Viewer**: joins meetings, and Meet remembers their name and settings. Viewers can't start meetings of their own. Accounts people make for themselves start here.
- **Host**: starts meetings too.
- **Staff**: also looks after viewer and host accounts.

- **Admin**: everything, including who is staff or an admin.

What you need

- A modern browser: Chrome, Edge, Firefox or Safari.
- A camera and microphone (or just one, or neither: you can still watch and chat).
- A decent internet connection.
- That's it. No downloads. No plugins. No faff.

Before you move on

- [ ] You know whether you're a host, a participant or a guest today.
- [ ] You've picked the chapter you need from *Pick your path*.

CHAPTER 2

Getting started

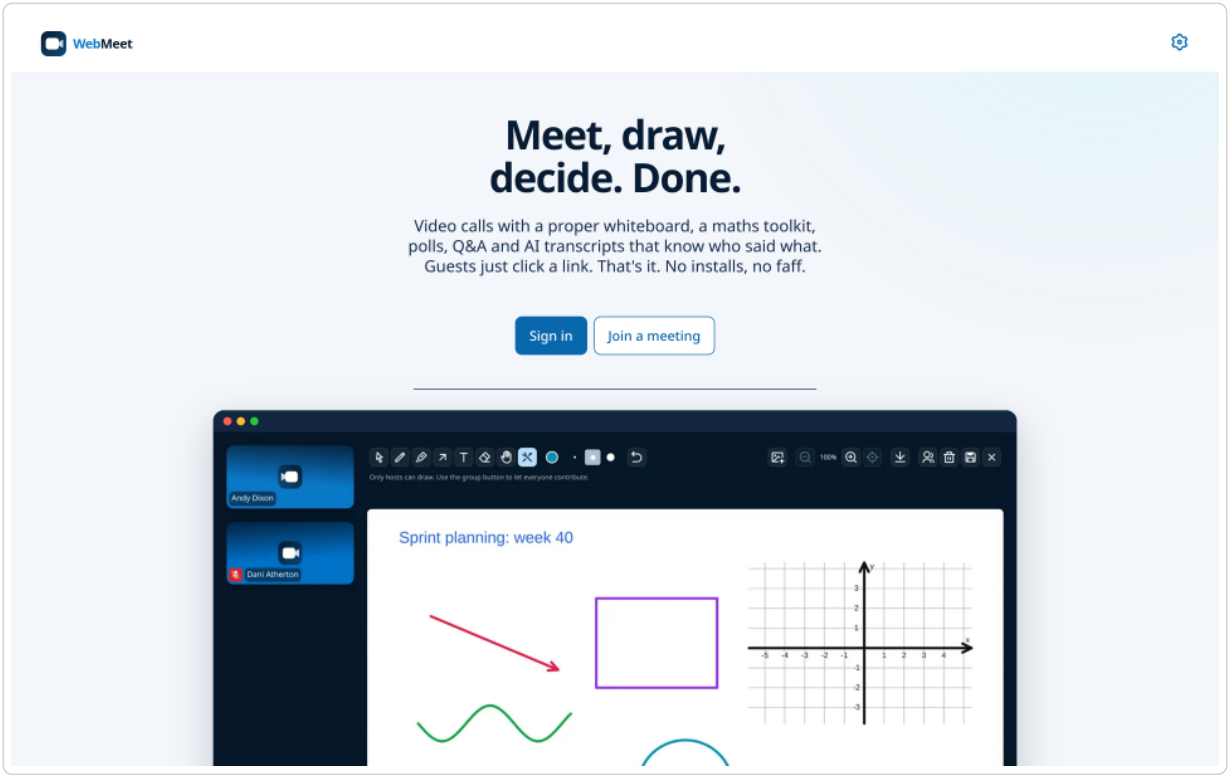
Signing in, your account, and finding your way around.

TL;DR

Go to **webmeet.uk**, click **Sign in**, and use the username and password you were given. No account? Click **New here? Create an account**. Forgot your password? Click **Forgotten your password?** and we'll email a reset link. Guests don't need to sign in at all.

The home page

This is the front door. Signed out, you'll see **Sign in** and **Join a meeting**. Signed in, **Sign in** turns into **Create a meeting** (viewers just see **Join a meeting**: they join meetings but don't start them), and hosts see **Your upcoming meetings** underneath (more on that in *Creating a meeting*). Scroll down for a quick tour of everything Meet can do: eight real screenshots, from the join screen and email invitations to the maths and science kit, each with a one-line TL;DR.

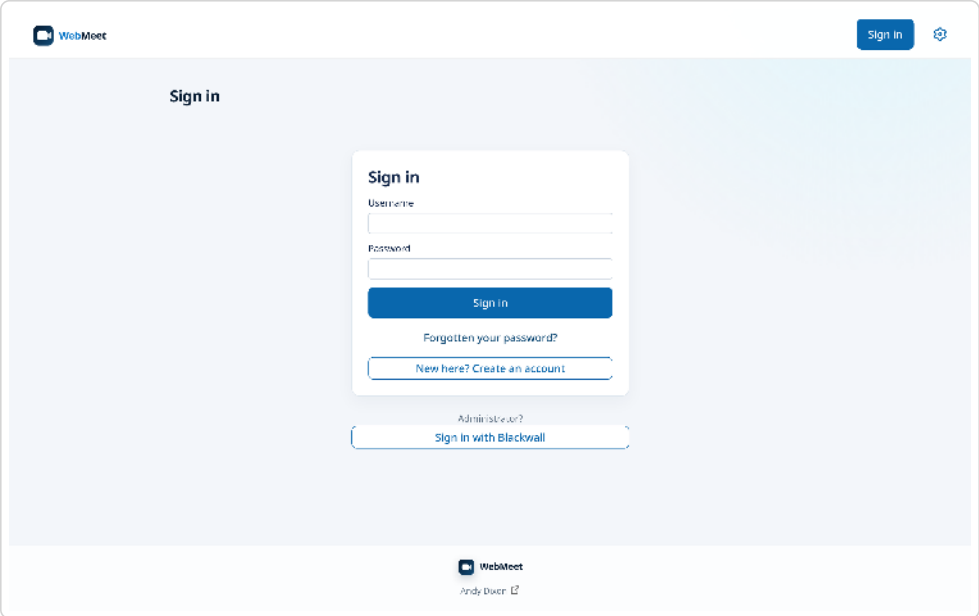


The home page, signed out

Signing in

▶ Try it

1. Click **Sign in** (top right, or on the home page).
2. Type your **username** and **password**.
3. Click **Sign in**. Done! You land back where you started.



The sign-in page

⚠ Careful. The **Sign in with Blackwall** button at the bottom is for administrators. Everyone else uses the username and password form above it.
On an organisation's own address (see *Your own domain* in chapter 12) there is no Blackwall button at all: everyone, administrators included, signs in with a username and password there.

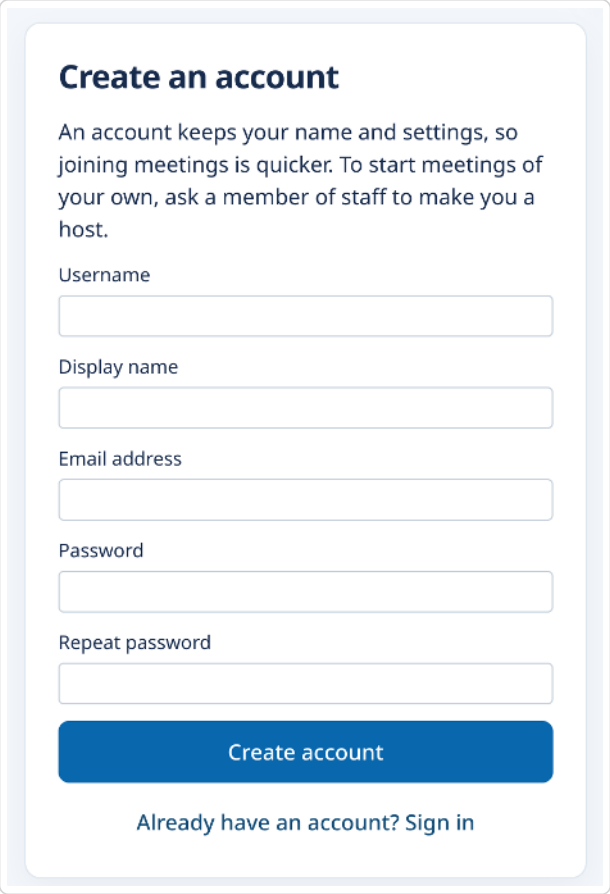
Making your own account

Joining meetings often? An account keeps your name and settings, so you're in quicker every time.

▶ Try it

1. On the sign-in page, click **New here? Create an account**.
2. Choose a **username**, type your **name** and **email address**, and pick a **password** (twice).
3. Click **Create account**. We email you a link.
4. Open the link. Your account is made, you're signed in, and you land on the home

page. That's it.



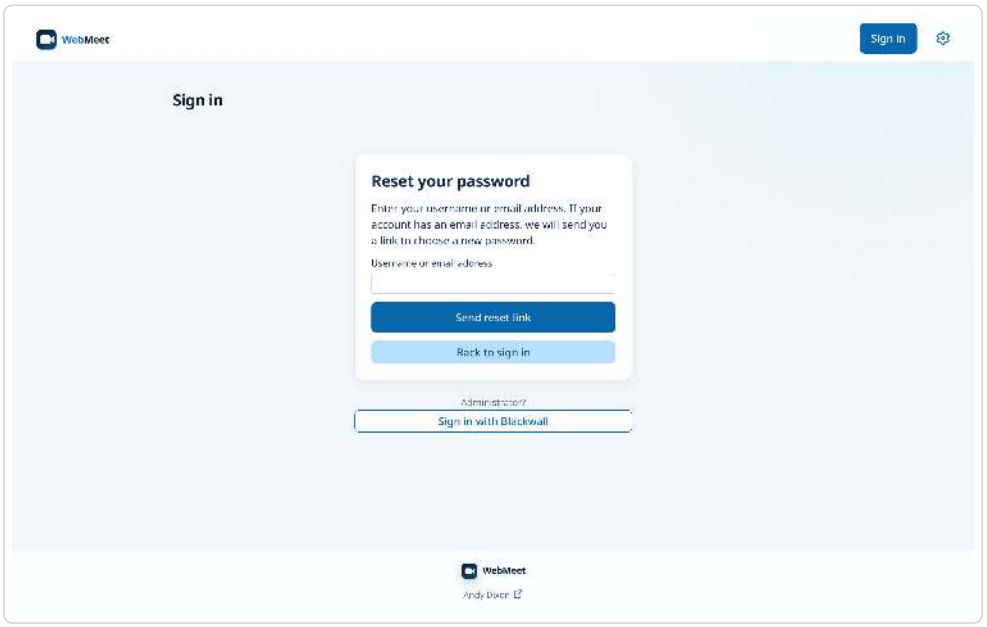
Creating your own account

Careful.

- The link works **once**, for **a day**. Missed it? Just sign up again; nothing was saved until you clicked it.
- Each email address can have one account. Already got one? Sign in, or use **Forgotten your password?**.
- Accounts you make yourself are **viewers**: you join meetings, but can't start one. Need to run meetings? Ask a member of staff to make you a host.

Forgotten your password?

It happens to everyone. Click **Forgotten your password?** on the sign-in page, enter your username *or* email address, and click **Send reset link**. If your account has an email address, a link arrives within a minute or two. Click it, choose a new password, and you're back in.



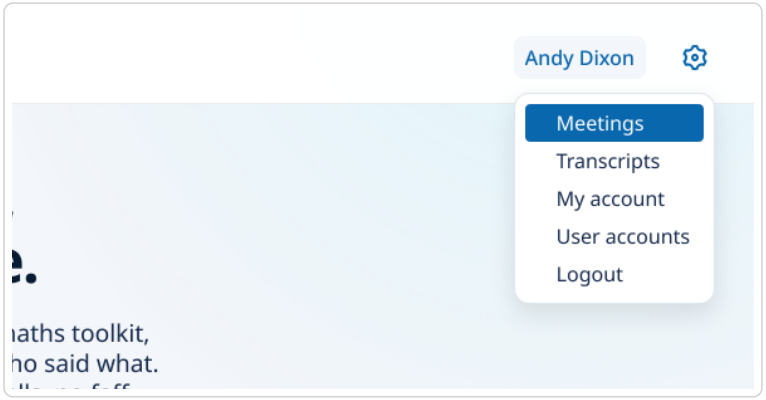
Asking for a reset link

Careful. No email on your account? Then the reset link can't reach you. Ask your administrator to set a new password for you (it takes them ten seconds).

Your menu

Once you're signed in, your name appears in the top right. Click it for:

- **Meetings**: your past meetings and their meeting packs.
- **Transcripts**: every transcript, including ones still processing.
- **My account**: your display name and password.
- **User accounts**: administrators only.
- **Logout**: see you soon!

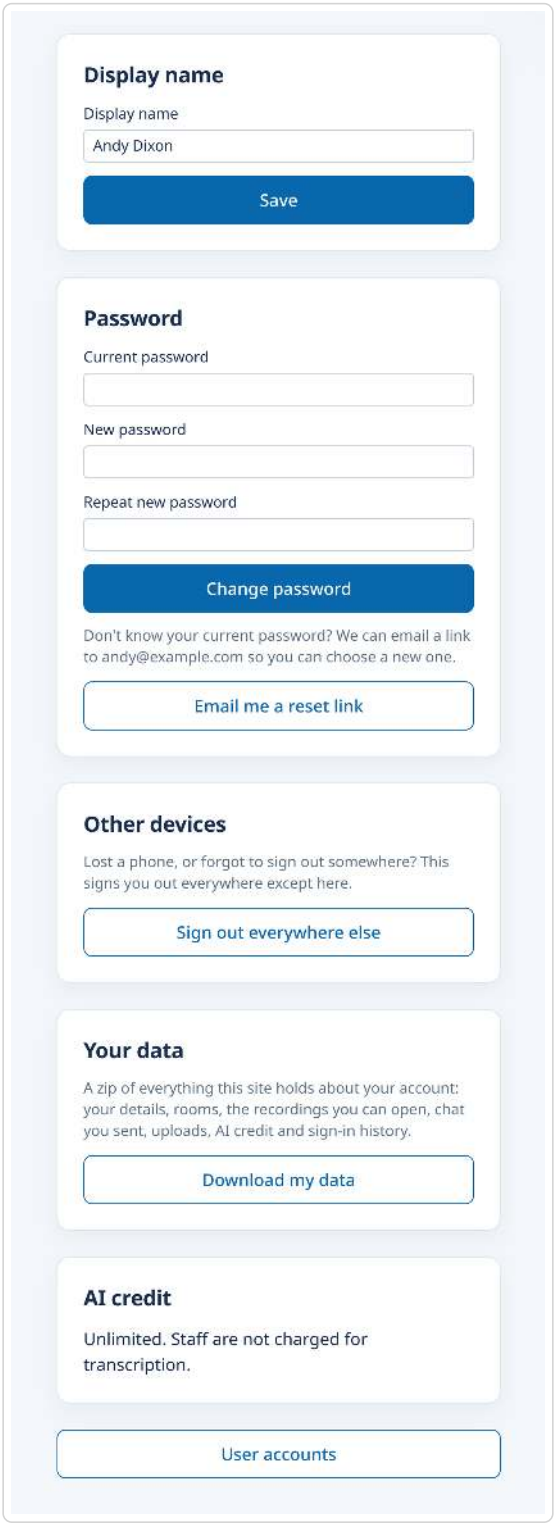


Click your name for the menu

Your account

Head to **My account** to:

- **Change your display name**. This is the name people see in meetings and in transcripts. Pick something your colleagues will recognise!
- **Change your password**. Type your current one, then the new one twice. At least 10 characters, and nothing too obvious (`password123` will be politely refused). Can't remember the current one? Press **Email me a reset link** and choose a new one from the link in your email.



My account: display name, password and AI credit

Before you move on

- [ ] You can sign in (or you've made an account and opened the link in its email).
- [ ] Your name shows in the top right, and clicking it opens your menu.
- [ ] You know where to change your display name and password: **My account**.

CHAPTER 3

Starting and joining meetings

From “we should talk” to actually talking in about ten seconds.

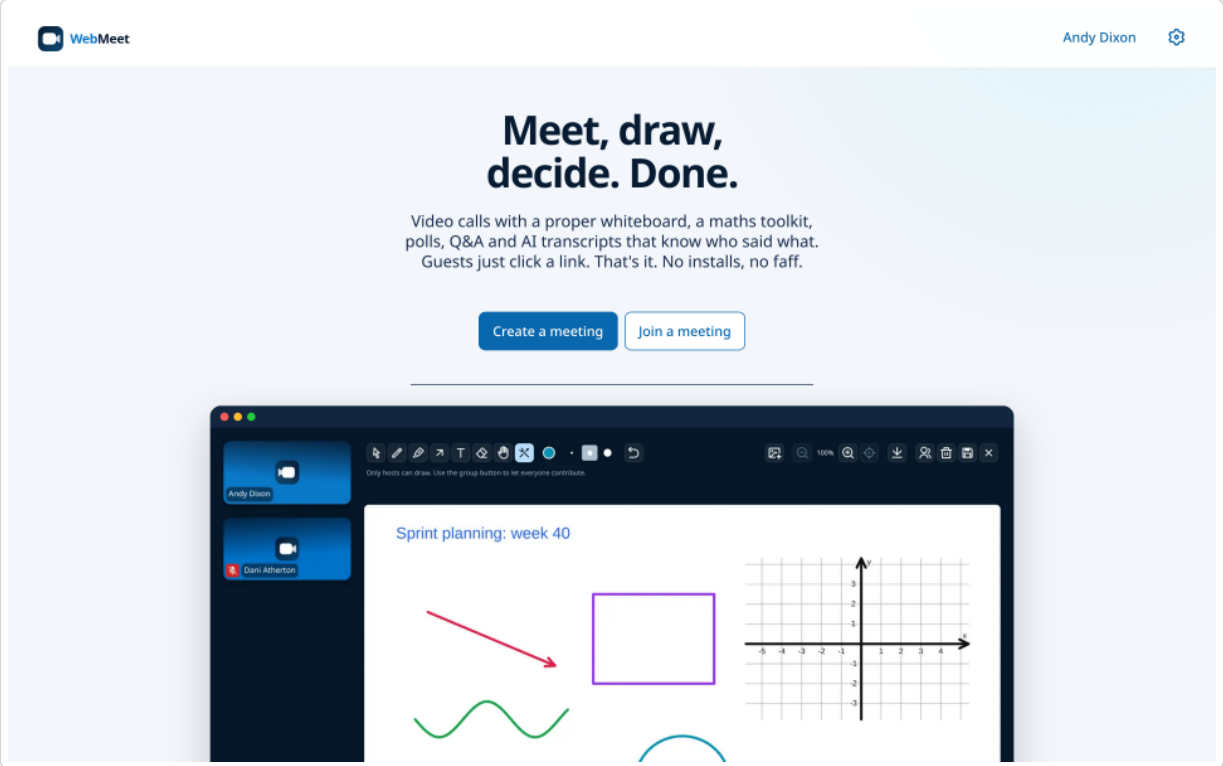
TL;DR

Click **Create a meeting**, copy the link, send it to people. They open it, type their name, click **Join**. That’s genuinely it.

Creating a meeting

Signed in, click **Create a meeting** on the home page. You get two options:

- **Start an instant meeting**: jump straight in, right now.
- **Create a meeting for a later date**: get a link to share first (handy for calendar invites).



Signed in: **Create a meeting** appears

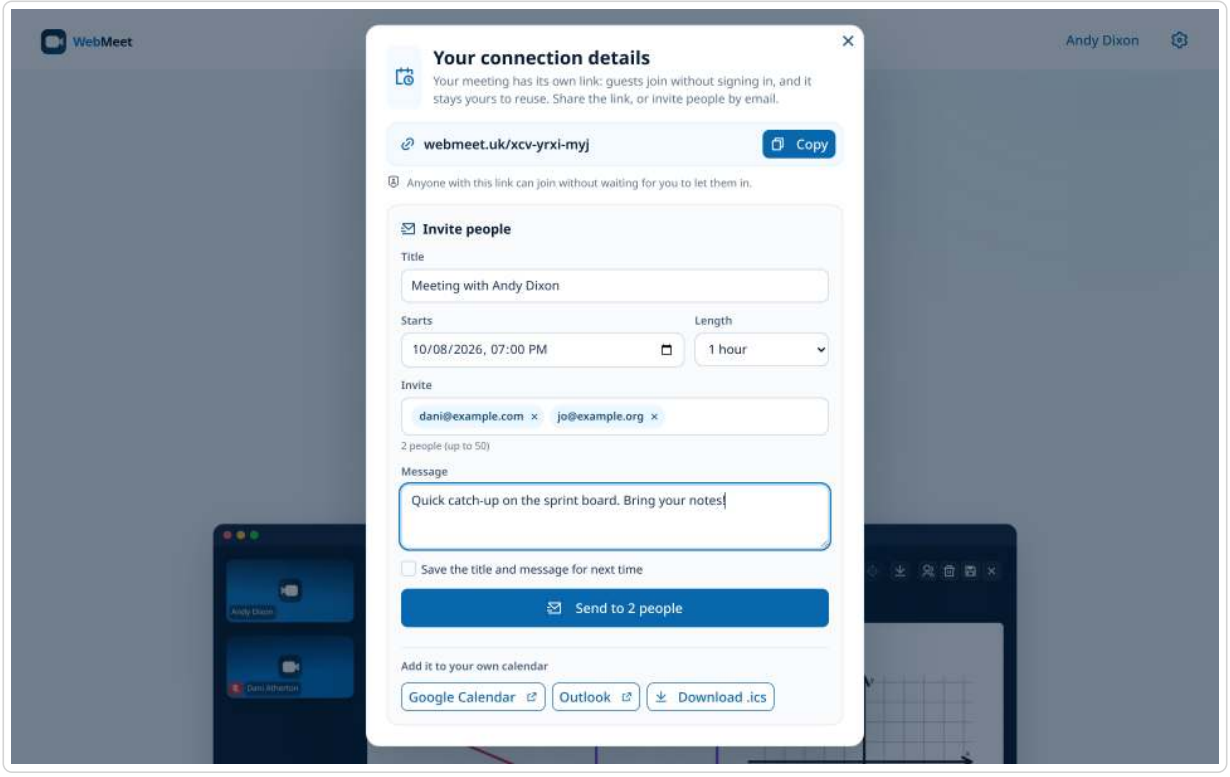
Sharing it: the link, or an email from Meet

For a meeting later, **Your connection details** opens. At the top is the link, with a **Copy** button. Under it, **Invite people** sends the invitations for you:

▶ Try it

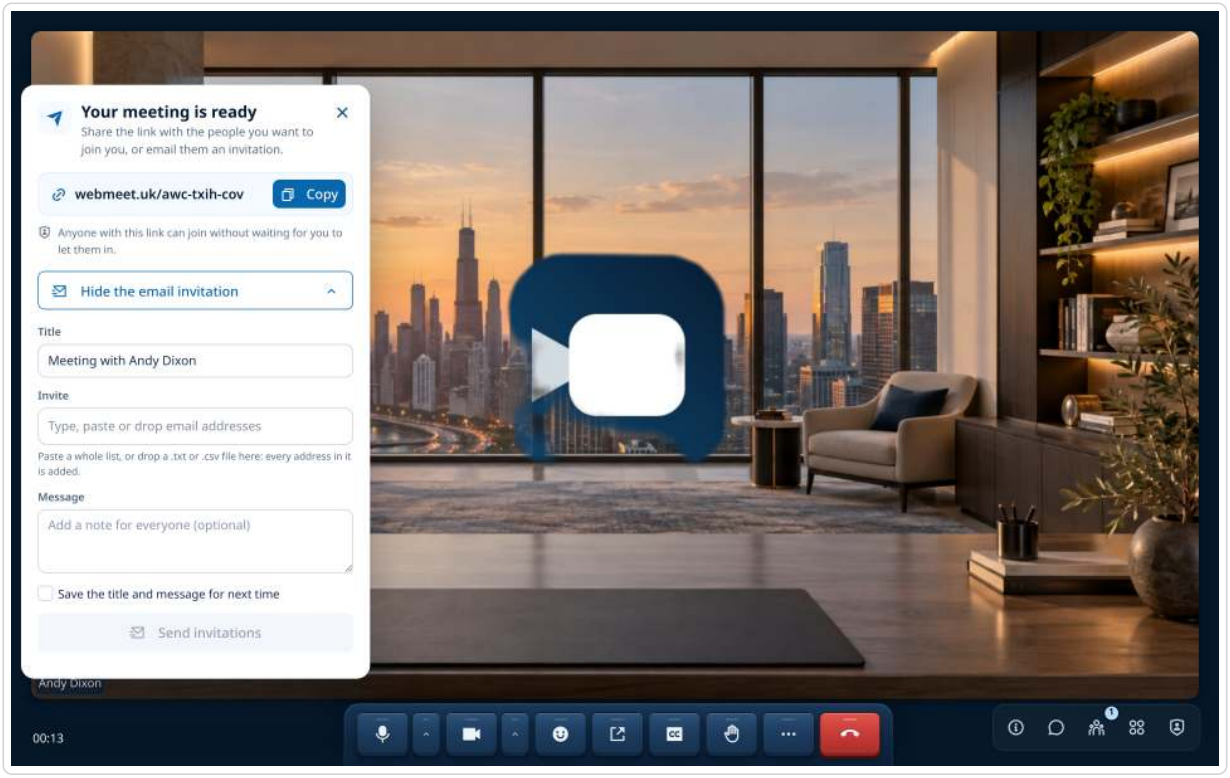
1. Give it a **Title**, and say when it **Starts** and how long it lasts.
2. Under **Invite**, type email addresses, or paste a whole list (from a spreadsheet, an email, anywhere), or drop a `.txt` or `.csv` file on the box. Every address in it becomes a little chip; click its **×** to take one off. Up to 50 at a time.
3. Add a **Message** if you like.
4. Tick **Save the title and message for next time**, and they fill themselves in next time.
5. Click **Send**.

Everyone gets one email from **"Your Name via WebMeet"**: your message, when it is, a big **Join the meeting** button, and a calendar invitation attached, so their calendar offers **Accept** or **Decline**. Your own email address is at the bottom, so they can write back to you (not the email's own address, which nobody reads). Accepting or declining in their calendar still tells you. Underneath, **Add it to your own calendar** puts the same meeting in yours (Google Calendar, Outlook, or a `.ics` file).



Your connection details: the link, and the invitation, ready to send

Started an instant meeting? A card in the bottom corner says **Your meeting is ready**, with the link and **Copy**. **Invite people by email** opens the same invitation right there (the time is "now", so there's nothing to set).

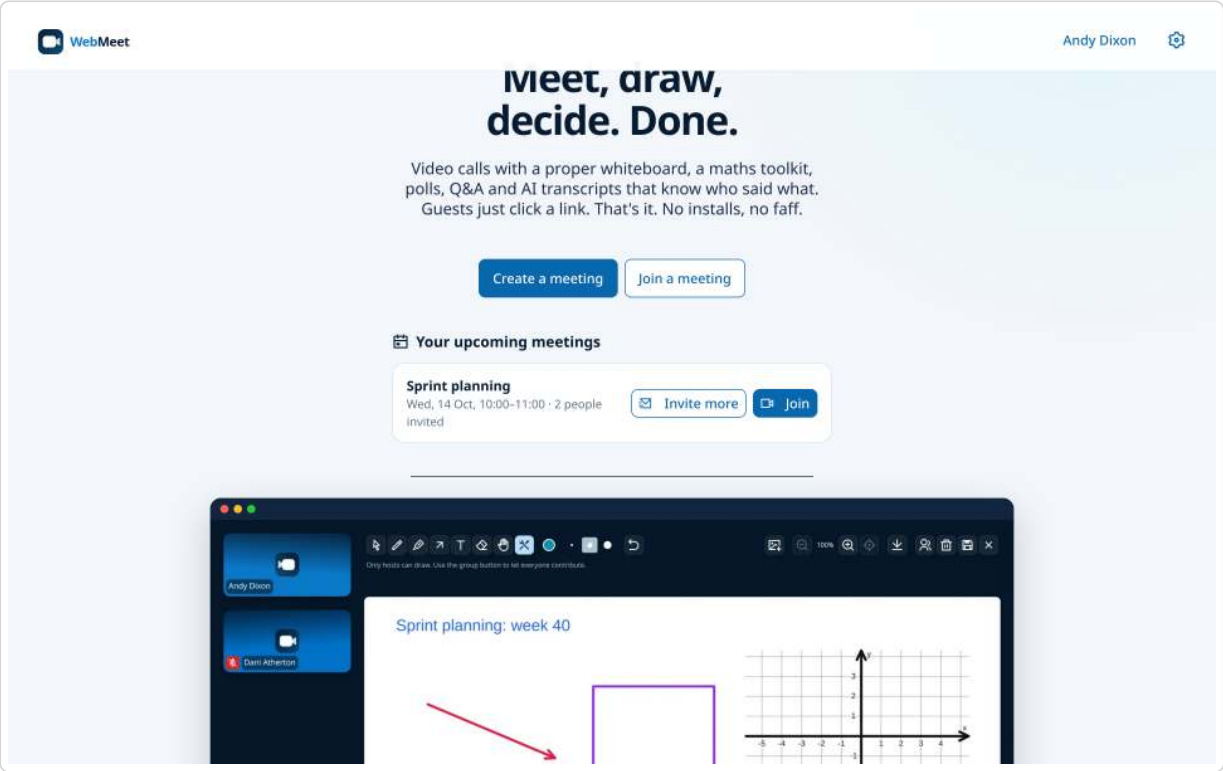


In the call: copy the link, or email an invitation

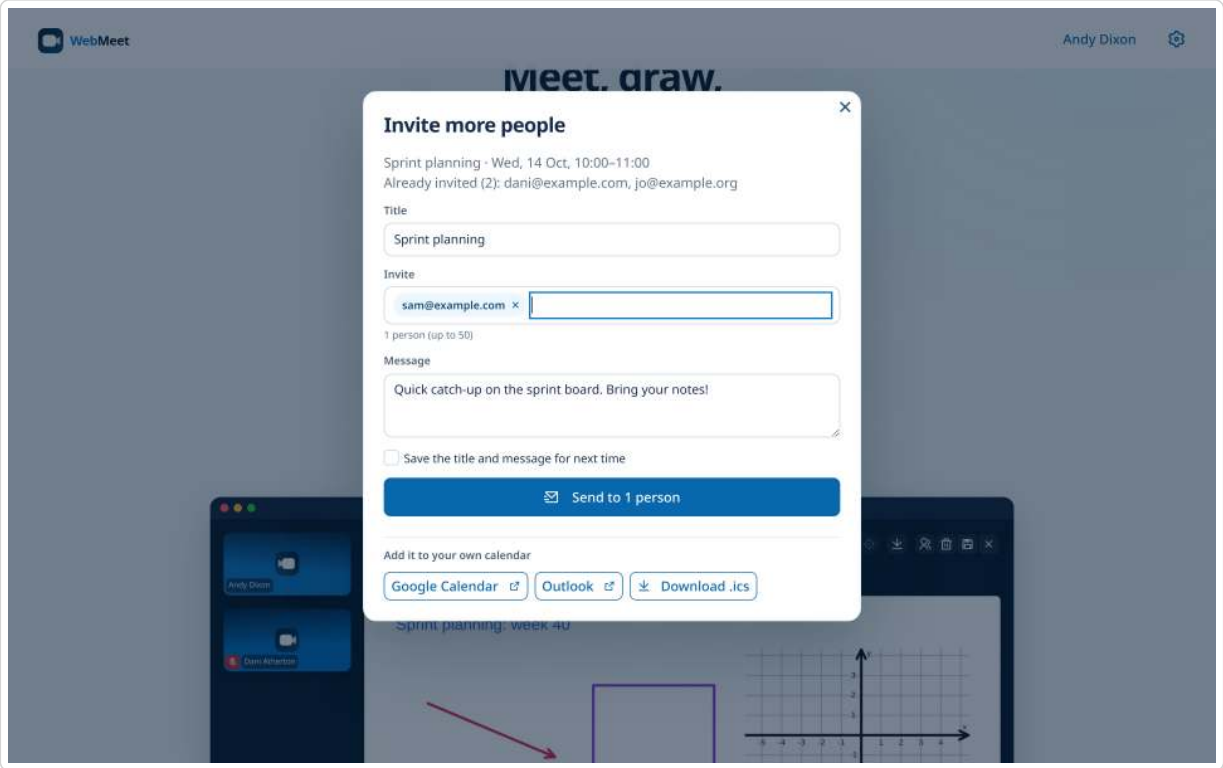
Your upcoming meetings

Every meeting you've emailed invitations for appears on the home page under **Your upcoming meetings**, soonest first, with when it is and how many people are invited. It stays there until the meeting ends. Anyone who hosts the room sees it too.

- **Join** opens the meeting.
- **Invite more** opens the same invitation, with its title, message and time already filled in, and a list of who's already invited. Add the new people and click **Send**: they get the same calendar entry as everyone else.



Your upcoming meetings, on the home page



Invite more: the meeting's own title, message and time

Tip. The time can't be changed in **Invite more**: a new time is a new meeting. Create one for the new time and invite everyone to that. Invitations sent from inside a call are

for “now”, so they don’t appear in the list.

Tip. Meeting links **keep working**. Use the same link for your weekly catch-up and everyone’s bookmark stays valid. Chat and whiteboards from each session are kept separately in your meetings history.

Joining a meeting

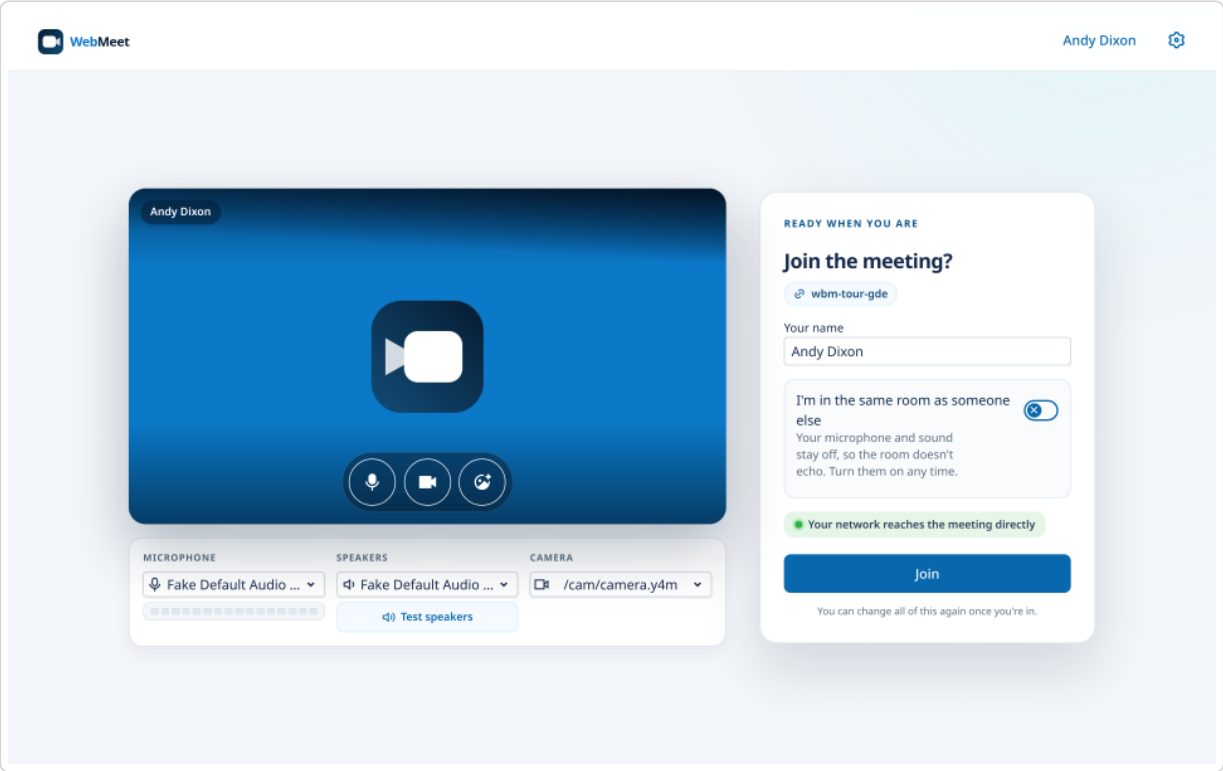
Got a link? Open it. Got a code (like `abc-defg-hij`)? Click **Join a meeting** on the home page and paste it in.

Only meetings someone has set up can be joined. A code that doesn’t belong to a meeting says **No meeting with this code**: check it with whoever invited you. (Signed-in hosts can open a new code to start a meeting there.) Try too many codes that don’t exist and meetings close to your connection for 30 minutes, so nobody can guess their way into one.

Before you go in, you’ll see the **join screen**: your preview on the left, the join card on the right.

- Check your camera preview (and fix your hair). Camera off? You see your initials instead, which is what everyone else will see too.
- The round buttons in the bar on the preview turn your microphone and camera on or off; the sparkly one opens backgrounds and effects.
- Under the preview, pick your **Microphone**, **Speakers** and **Camera**. The meter under the microphone should light up when you talk: if it doesn’t, pick another microphone. Press **Test speakers** for a short chime: no chime, pick other speakers (or turn the volume up).
- Type your name if you’re a guest. Signed in, it says who you’re joining as.
- Sitting next to someone who’s already in the call? Turn on **I’m in the same room as someone else**. You join with your microphone and sound off, so the two devices don’t feed each other back (that howling echo). Your camera still works, and the microphone menu in the call turns the sound back on.
- Under the switch, a coloured pill says how your network looks: green, it reaches the meeting directly; amber, it’s restricted, so your sound and video will travel through a relay (it works, it may be a little slower); red, there’s no way through at all, so check your connection before you join.

Then click **Join**.



The join screen: check yourself, then **Join**

> **Careful.** Your browser will ask for permission to use your camera and microphone the first time. Click **Allow**, or nobody will see or hear you!

Waiting in the lobby

Some rooms have a lobby. If so, you'll wait for a host to let you in. Hang tight, they get a notification the moment you arrive.

Before you move on

- [ ] Hosts: you've created a meeting and copied its link, or sent the invitations.
- [ ] On the join screen, the meter under the microphone moves when you talk.
- [ ] Your browser has allowed your camera and microphone, and you're in.

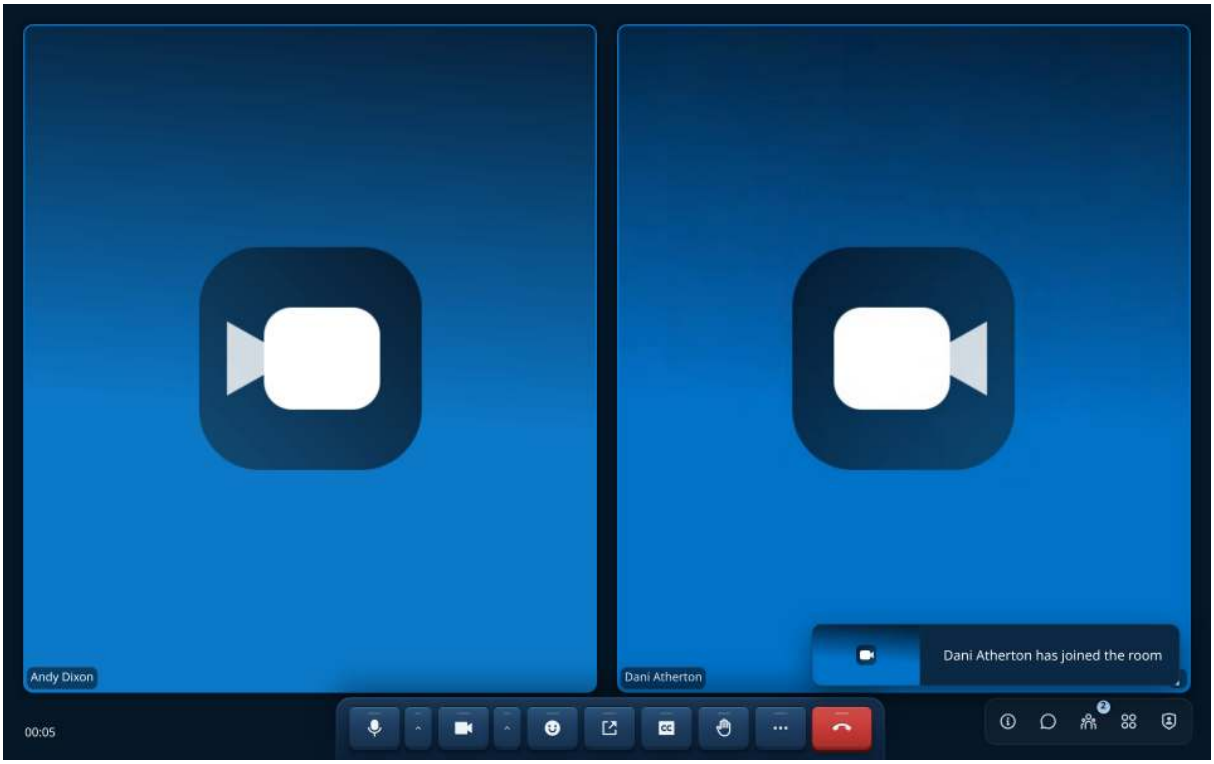
CHAPTER 4

In the call

Every button, explained. No mystery icons.

TL;DR

The bar along the bottom has everything: microphone, camera, reactions, screen sharing, raise hand, more options and the red hang-up key. The group of buttons on the right opens meeting info, chat, participants and more tools.



A meeting in progress

The control bar

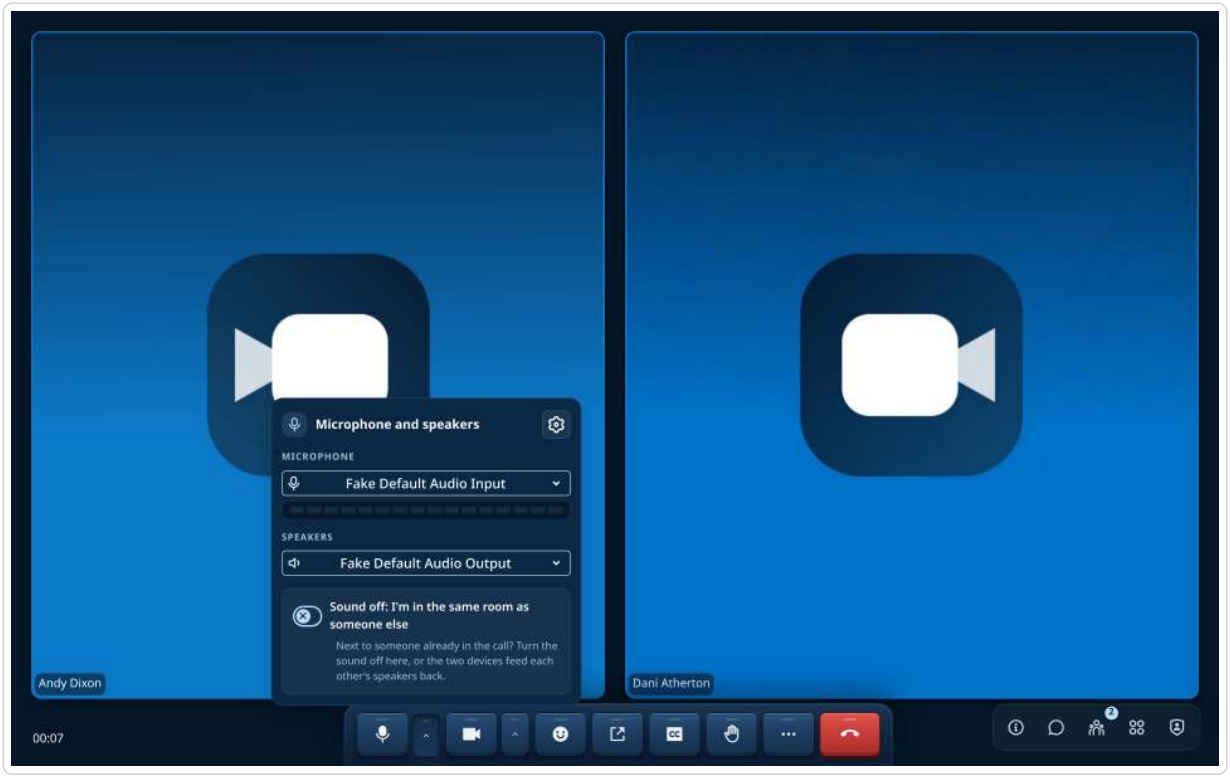
It looks like the keys of an old cassette deck, and works like one: press a key and it goes *down*, and stays down while that thing is on (sharing, hand up, subtitles). A little light on each key says the same at a glance: blue when it's on, red when your microphone or camera is off.

Button	What it does
Microphone	Mute or unmute yourself. The little arrow picks a different microphone.
Camera	Camera on or off. The arrow picks another camera and opens effects.
Reactions	Send a quick emoji that floats up the screen. Thumbs up or down, applause, a heart, laughing, surprise, party popper, folded hands, and (new in 1.1) sunglasses, a pile of poo, a skull, a horse and bacon. Everyone sees it, with your name on it.
Share screen	Share your whole screen, one window or a single tab (with sound).
Subtitles	Live captions: read what's being said, as it's said. Only you see them.
Raise hand	Put your hand up without interrupting. Hosts see it straight away.
••• More options	Settings, effects, recording, full screen and more.
Leave	Leave the meeting. Hosts also get **End meeting for everyone**.

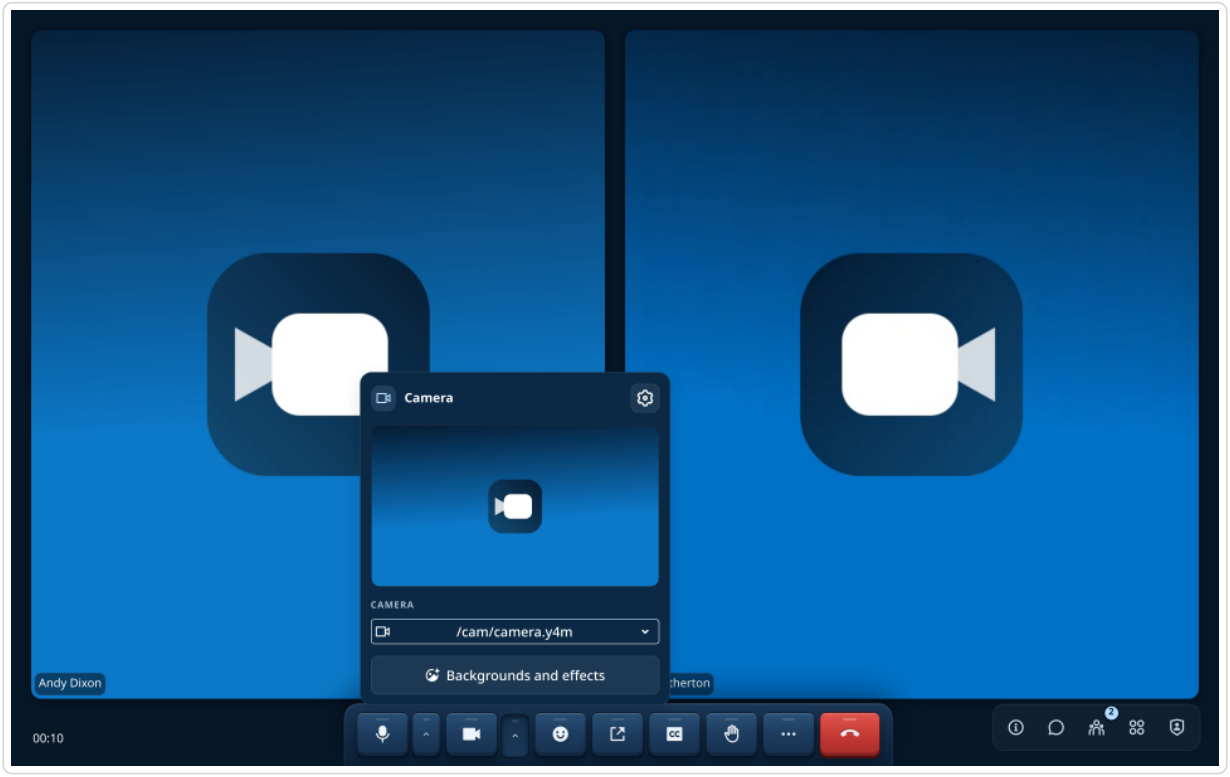
On the right, grouped together: meeting info, chat, participants (the number is how many are here), more tools, ADHD support tools and, for hosts, host controls. The one whose panel is open stands raised, with its light on.

The microphone and camera menus

The small arrow beside the microphone opens **Microphone and speakers**: pick a microphone (the meter under it shows what it hears), pick your speakers (**Test speakers** plays a chime through them), and the **same room** switch, for when you're sitting next to someone already in the call. The arrow beside the camera opens **Camera**: a live preview of yourself, the camera list, and a shortcut to **Backgrounds and effects**. The cog at the top of either opens the full settings.



Microphone and speakers, with the level meter



Camera, with a preview of yourself

On a phone, or in a browser window narrower than a small tablet, the bar tidies itself up: the timer moves above the buttons, the buttons fit one row, and everything else lives under ⋮ **More options**.

When your connection struggles

Meet copes with a poor connection on its own, in steps, so the conversation carries on:

1. After a few seconds of a poor signal your camera sends a smaller, slower picture. You still see each other; it's just softer.
2. If it's still poor half a minute later, your camera pauses and your voice gets all the bandwidth. Everyone sees a note on your tile saying why.
3. When your signal has been good for half a minute, your camera comes back by itself (unless you turned it off yourself meanwhile).

If the sound stops altogether for everyone, nobody needs to leave and rejoin: after 15 seconds of silence your browser reconnects to the meeting by itself, and you'll see **Reconnecting** for a moment. A dropped Wi-Fi or a sleeping laptop gets the same treatment, for up to five minutes.

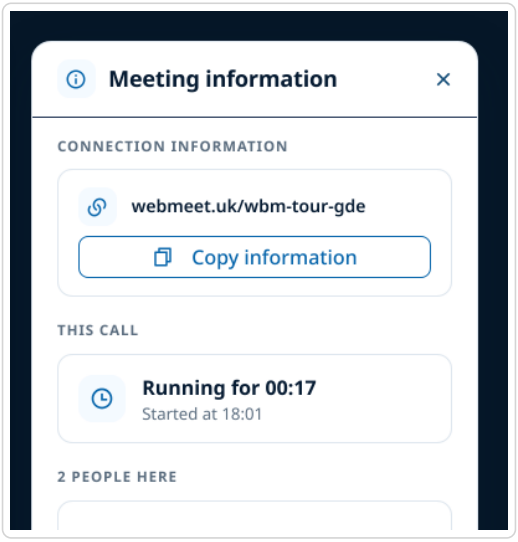
> **Tip.** On a slow or metered connection, turn on **Data saver** in **Settings** → **General** before you join: small video both ways from the start.

Meeting information

Show information opens a panel with the link to share and, underneath, the call so far:

- when it **started** and how long it has been **running**;
- **who is here**, when each person joined and how good their connection is (a green, amber or red dot, and the words to match);
- **who has left**, and when they were here.

It keeps itself up to date while it's open. Site staff also get a **Technical details** section: the account behind each person, what each one may share, and for every microphone, camera and screen the traffic your browser sees on it (how fast, how much is lost, the delay, frames per second, and whether your own camera is held back by your connection or your computer). It also says which way your connection runs (direct or through a relay), how often the call reconnected itself, and how the server is doing.



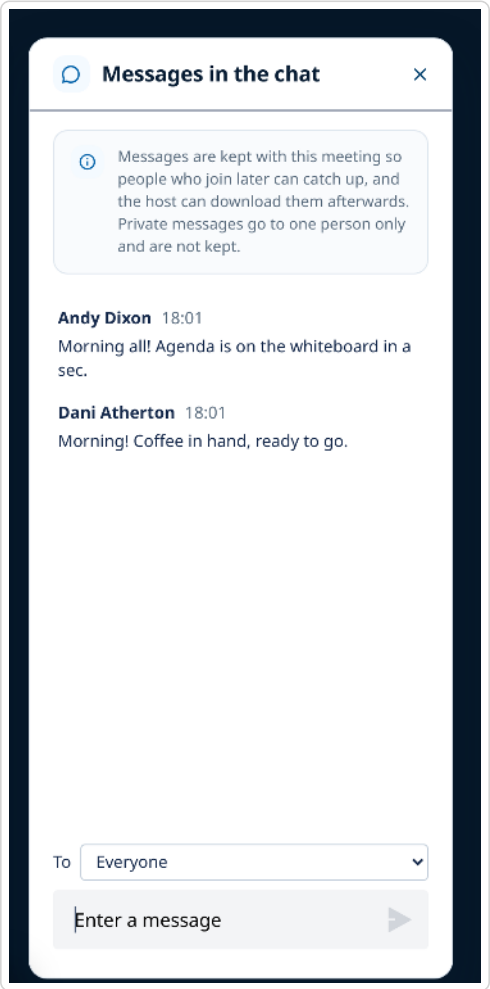
Meeting information: the link, and the call so far

The call timer

Bottom left, there's a timer showing how long the call's been running. Perfect for keeping that "quick" meeting actually quick.

Chat

Click 💬 to open the chat. Type, press `Enter`, done. Messages are kept with the meeting, so people who join late can scroll back and catch up. Hosts can download the whole chat afterwards in the meeting pack.



Chat, with messages from everyone

Live captions

Prefer reading to listening? Noisy café? Click **Show subtitles** and what everyone says appears as text, live. It's just for you: turning them on doesn't change anything for anyone else.

> **Careful.** No **Show subtitles** button? Your administrator has switched live captions off for this site (see "Switching AI features on and off" in the chapter for administrators).

Sharing your screen

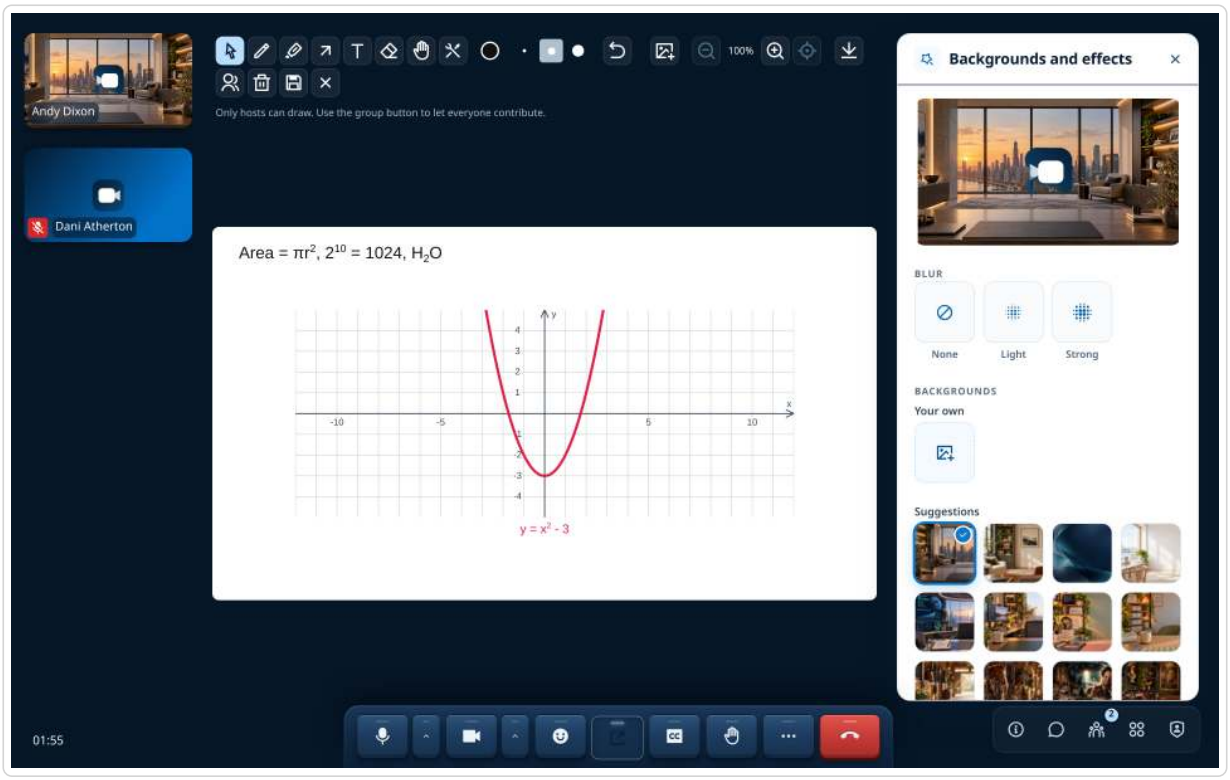
Click **Share screen** and choose what to share. A tab is great for videos (tick *share audio*); a window keeps your other stuff private.

> **Careful.** Screen sharing is switched off while the whiteboard is open. They'd fight for the same space. Close the whiteboard first.

Backgrounds and effects

More options → **Backgrounds and effects** lets you blur your background or swap it for an image. It all happens in your browser, so it's private and needs nothing installed.

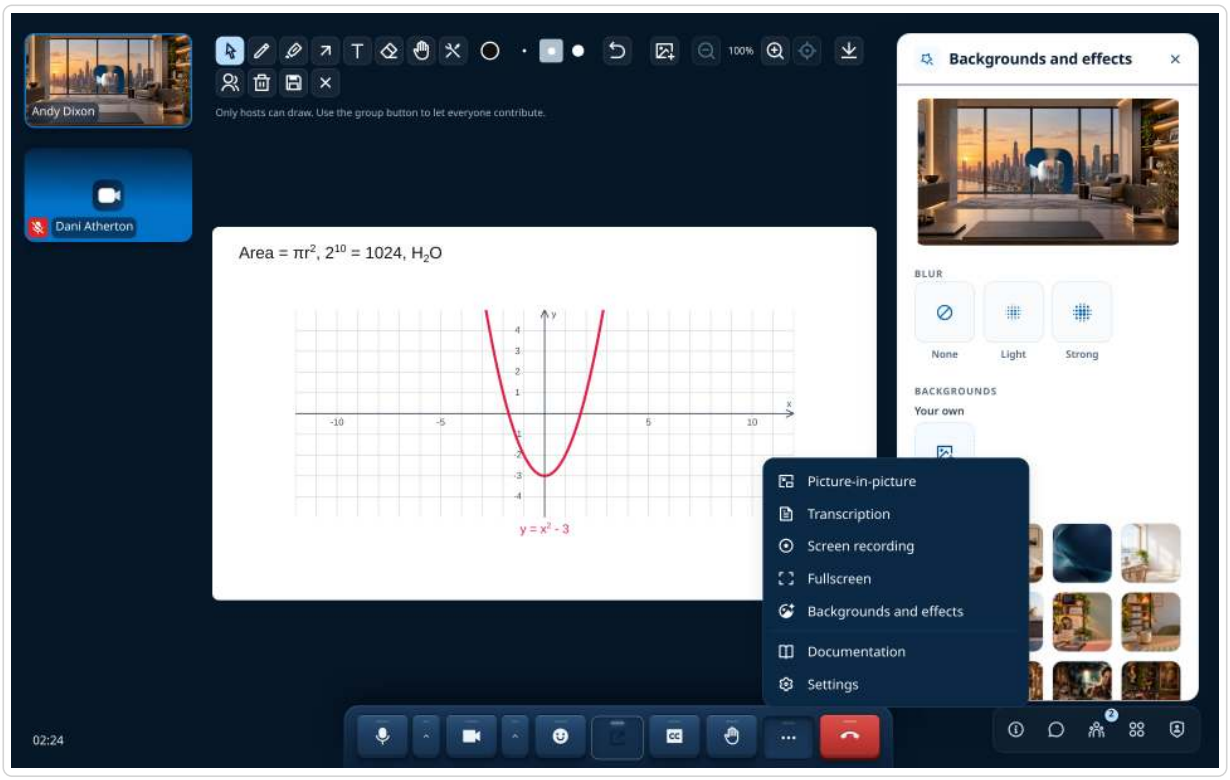
- **None**: your real room, no effect. The tick shows what's on.
- **Blur**: **Light** or **Strong**, for a tidy look anywhere.
- **Backgrounds**: twelve ready-made scenes, from a city penthouse at sunset and a cosy barn full of horses to a llama reading in a sunset library and a UFO-filled conspiracy night. Click one to use it.
- **Your own** (signed in): click the dashed **+** tile to upload a picture. It's kept with your account, so it's there next time too.



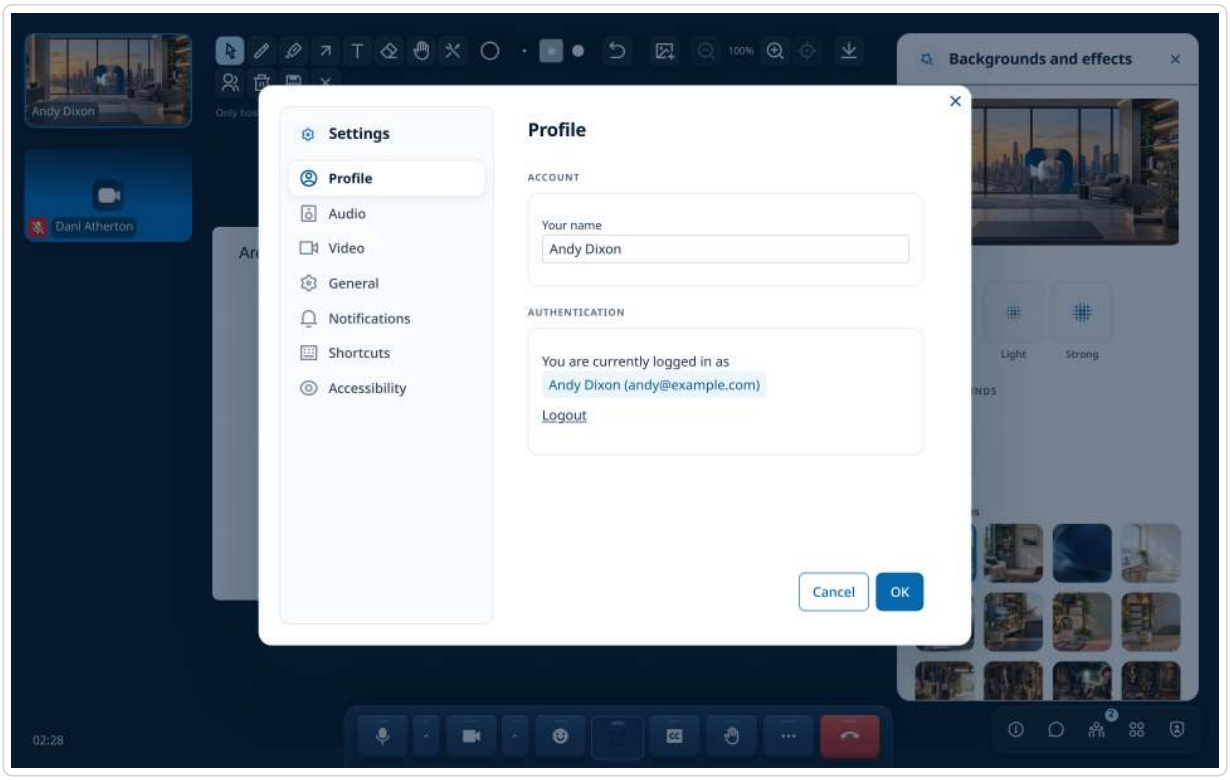
Backgrounds and effects, with a virtual background applied

Settings

More options → **Settings** opens with its sections down the left (**Profile**, **Audio**, **Video**, **General**, **Notifications**, **Shortcuts**, **Accessibility**) and each one's choices in tidy cards on the right. It's where you pick your microphone, speakers and camera, change your name for this meeting, and tweak accessibility options. Under **General** you'll also find **Data saver**: your camera goes out small (360p, 15 frames a second) and other people's video comes in small too. It takes effect the next time you join.



The **More options** menu

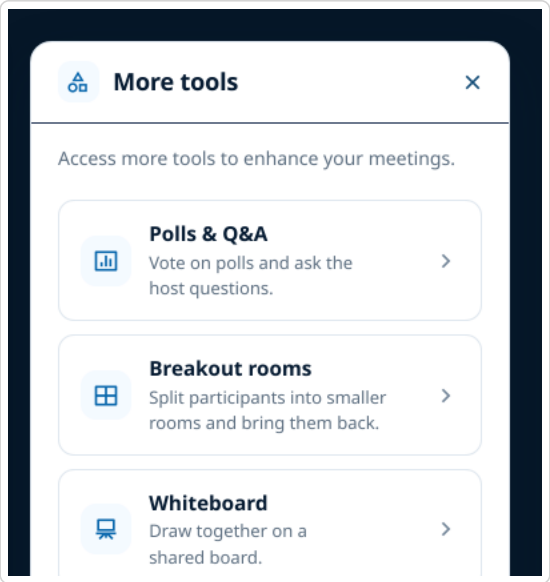


Settings

Tip. If people say they can't hear you, check **Settings** → **Audio** first. The level meter should bounce when you talk. If it doesn't, pick a different microphone.

More tools

Click on the right to open **More tools**: Polls & Q&A, Breakout rooms, the Whiteboard, Transcribe and Record. Each one gets its own chapter coming up!



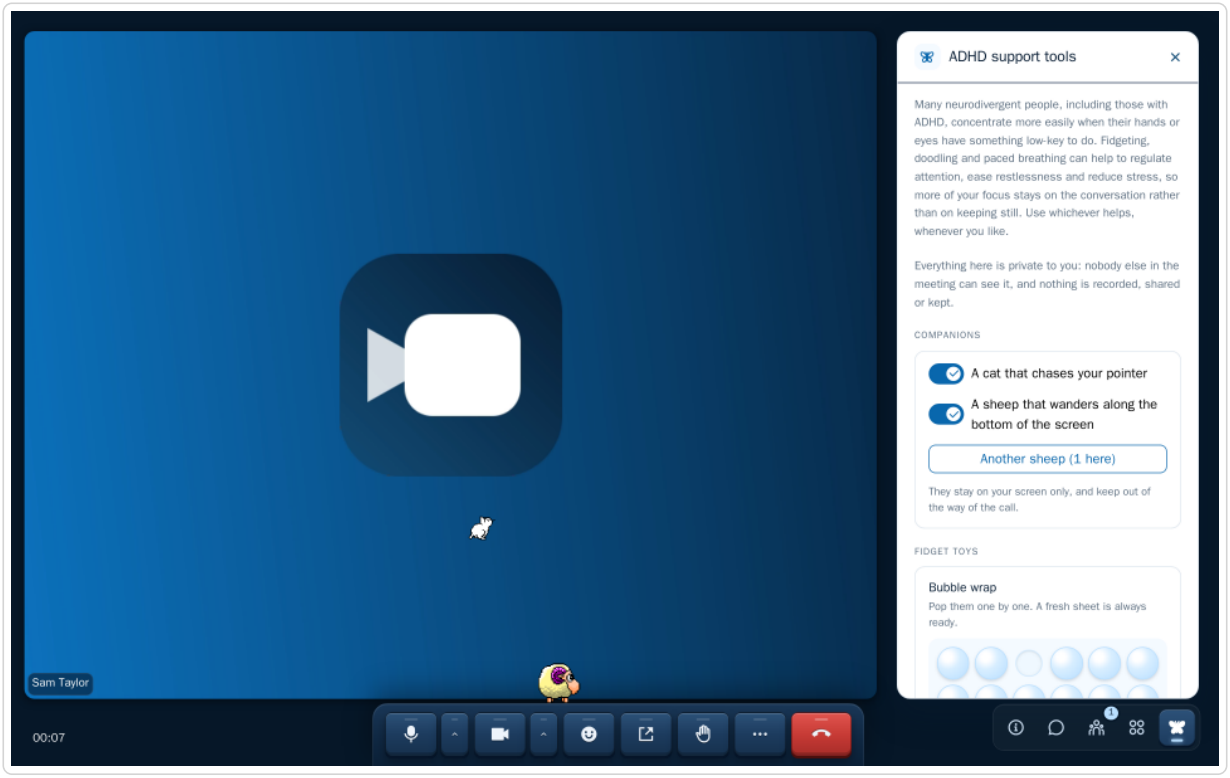
More tools

ADHD support tools

Click (the ADHD awareness butterfly) on the right to open **ADHD support tools**. Many neurodivergent people, including those with ADHD, concentrate more easily when their hands or eyes have something low-key to do. Fidgeting, doodling and paced breathing can help to regulate attention, ease restlessness and reduce stress, so more of your focus stays on the conversation rather than on keeping still.

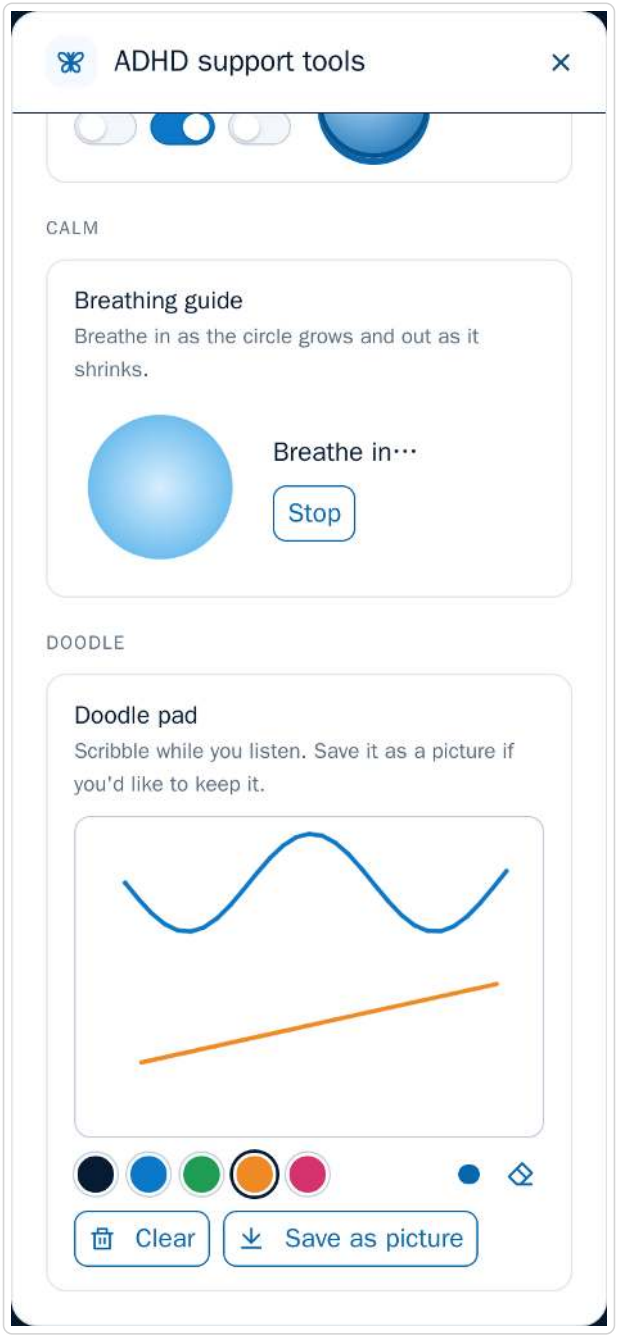
TL;DR

Everything in this panel is **private to you**. Nobody else in the meeting can see it, and nothing is recorded, shared or kept. Use whichever tools help, whenever you like, and close the panel to put them away.



ADHD support tools, with the cat and a sheep out

- **Companions.** Switch on **A cat that chases your pointer** or **A sheep that wanders along the bottom of the screen**. **Another sheep** adds more, up to six. Switch them off and they run away. (Typing `ONEKO`, `SHEEPS` or `SHOO` anywhere in the call does the same.)
- **Bubble wrap.** Pop the bubbles one by one; **Fresh sheet** brings a new one.
- **Fidget spinner.** Drag it round and let go, or press **Spin**, and watch it slow down.
- **Clicky board.** Six switches to flick and a big button that counts your presses.
- **Breathing guide.** Press **Start**: breathe in as the circle grows, hold, and breathe out as it shrinks. If you have asked your device to reduce motion, the circle keeps still and the words guide you instead.
- **Doodle pad.** Scribble with a mouse, pen or finger. Pick a colour, a thicker pen or the eraser; **Clear** starts again and **Save as picture** keeps a copy. Unlike the whiteboard, nobody else sees it.



The breathing guide and the doodle pad

Tip. The panel remembers where you were. Close it to get back to the meeting, and your doodle, popped bubbles and spinner are still there when you open it again. On a phone, the butterfly is under **More options**.

Before you move on

- [ ] You can mute and unmute yourself, and turn your camera off and on.
- [ ] You've found chat, participants and **More tools** on the right.
- [ ] Nobody can hear you? You know to check **Settings** → **Audio** first.

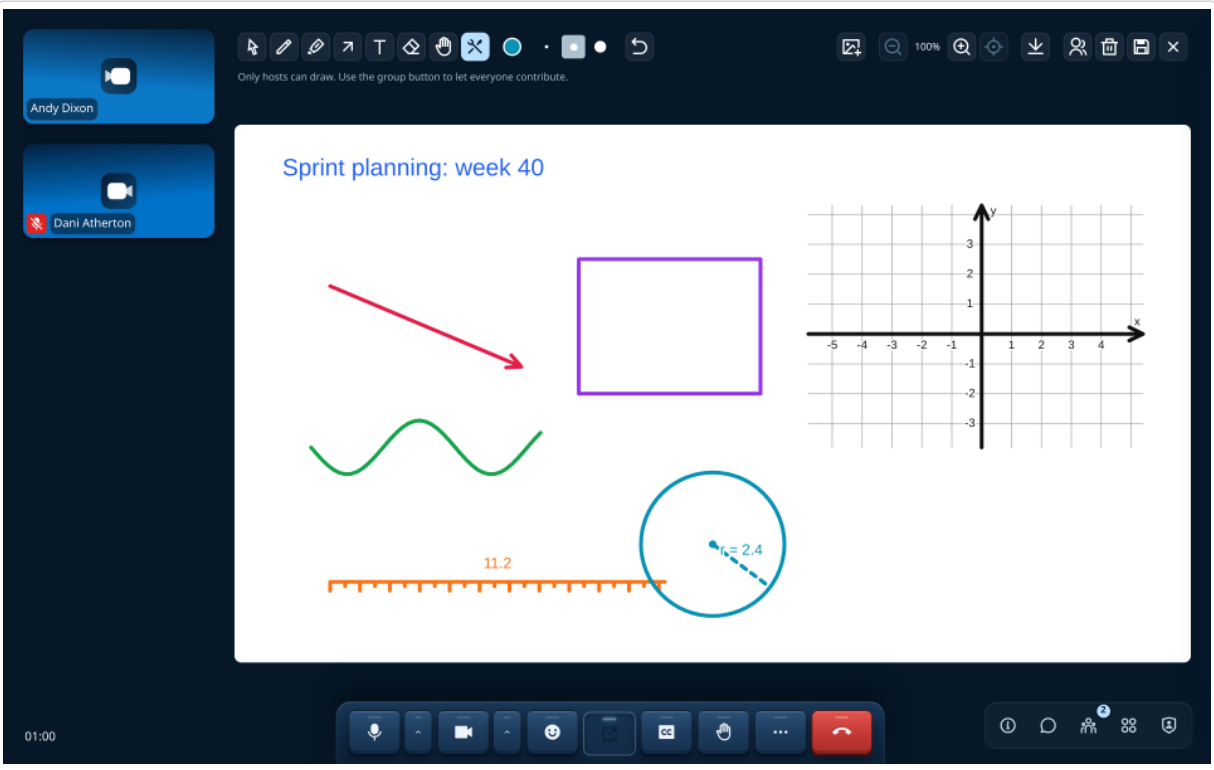
CHAPTER 5

The whiteboard

Scribble, sketch, plan and explain. Together, live.

TL;DR

A host opens it from **More tools** → **Whiteboard**. Pick a tool and colour from the toolbar, then draw. Everyone sees it instantly. Hosts decide who else can draw, and the board is saved before it's ever cleared.



The whiteboard, mid-meeting

Opening it (and who can draw)

Hosts only. Open the board from **More tools** → **Whiteboard**. At first only hosts can draw. Click the group button in the toolbar to let **everyone** draw, and click it again to take the pens back.

Everyone else sees the board appear and follows along. When you're allowed to draw, a message pops up to tell you.

The toolbar, left to right

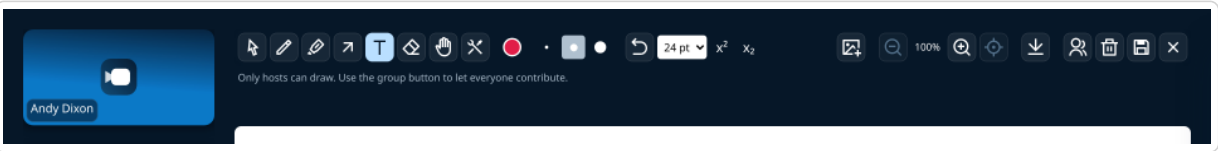
- **Select and move** `S`: drag a box around things to select them, then drag them somewhere else or press `Delete`.
- **Pen** `P` and **Highlighter** `H`.
- **Arrow** `A`: point at things. Dramatically.
- **Text** `T`: see below, it's clever.
- **Eraser** `E`: with options, see below.
- **Move around** `V`, or hold `Space`.
- **Tools**: a whole pop-out menu of shapes, maths (graphs of equations included) and science tools (chapter 6).
- **Colour**: one round button in the colour you're using. Click it and the palette pops out; pick one and the button changes to match.
- **Line widths**: thin, medium, thick.
- **Undo** `Ctrl` + `Z`: takes back your own last item.

Text boxes

With **Text** selected, **drag out a box** where you want the text. Type away, and it wraps inside the box. Press `Enter` to finish (or `Shift` + `Enter` for a new line).

Pick the size **in points** from the dropdown that appears in the toolbar: anything from a tiny 12 pt to a shouty 72 pt.

Spotted a typo? With **Text** or **Select** on, **double-click** your text to change it. Press `Enter` when you're done, or `Esc` to leave it as it was. Pick a new size from the dropdown while you're there to resize it. Delete every word and the text goes altogether.



The point-size picker and the x^2 and x_2 buttons appear when the Text tool is on

Powers and subscripts

Maths and science need little raised and lowered numbers. Type them like this, and they come out properly once the text is on the board:

- `x^2` → x^2, and `2^10` → 2^{10}: a ^ raises the number or letter after it.
- `H_20` → H_2O: an underscore lowers it.
- For more than that, use curly brackets: `x^{n+1}` → x^{n+1} and `a_{n+1}` → a_{n+1}.

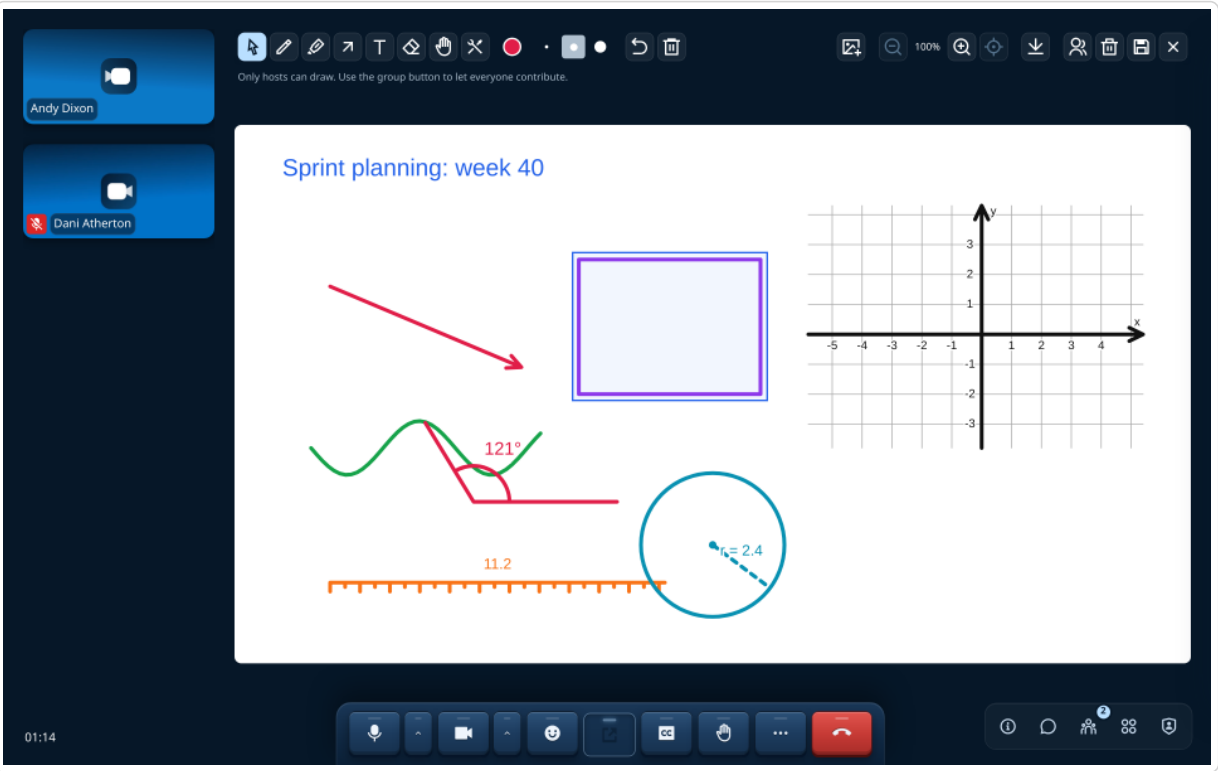
Can't remember the symbols? While you're typing, the **x²** and **x₂** buttons in the toolbar do it for you. Select some text first and they raise or lower it; otherwise type straight into the space they leave.

> ⚠ **Careful.** While you're still typing you'll see the ^ and _ signs. They turn into proper powers and subscripts when you press `Enter`.

Selecting and moving

▶ Try it

1. Choose **Select and move** (or press `S`).
2. Drag a box over the things you want. They get a blue outline.
3. Drag inside the outline to move them. Or press `Delete` to bin them.



A selection, ready to move

> ⚠ **Careful.** You can only select, move and delete **your own** drawings. Hosts can select everyone's. No accidental (or "accidental") rubbing out of other people's work!

The eraser

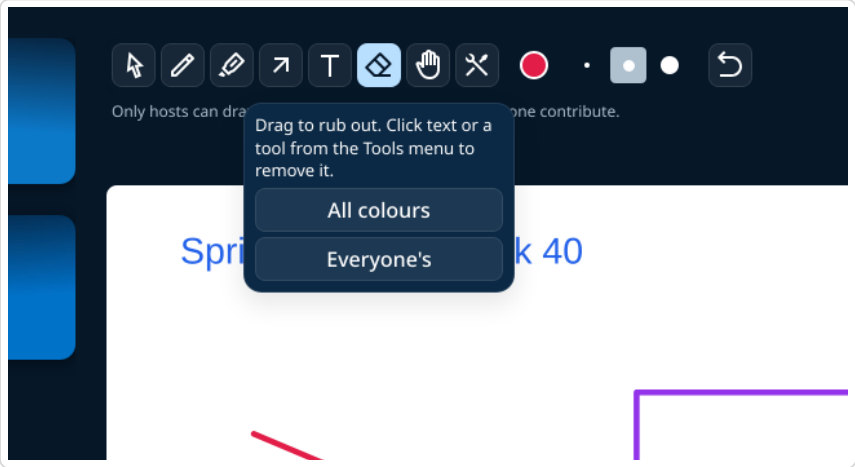
The ◆ eraser works like a rubber: **drag** it over a drawing and only the part under it goes. Rub the middle out of a line and you are left with two shorter lines. A thin ring shows how

big the rubber is; zoom in and it takes finer bites.

Text and the tools from the **Tools** menu (grid, axes, graphs, ruler, protractor, compass, parallel lines, and the science tools) are left alone while you rub, so tidying a graph never takes the axes with it. To remove one of those, **click** it with the eraser.

Click the eraser and a little menu pops open:

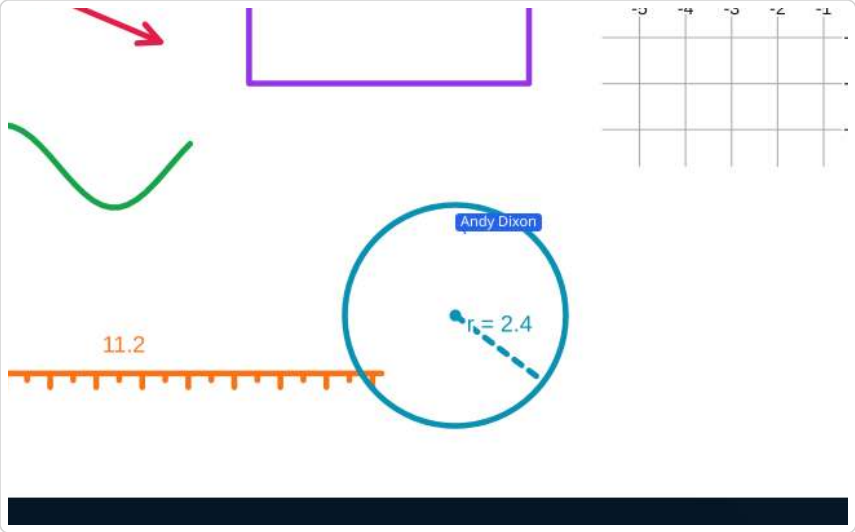
- By default it only rubs out things in the **colour you've selected**. Handy for removing just the red annotations, say.
- Turn on **All colours** to rub out anything.
- Hosts also get **Everyone's**, to rub out other people's drawings too.



The eraser's options

Live pointers

When you move your mouse over the board, everyone sees your pointer, with your name on it. No more "no, the *other* box".



A host's pointer, as a guest sees it

Backgrounds: PDFs, slides and images

Hosts only. Click **Upload a background** to put a PDF, image, Word or PowerPoint file behind the drawing. Annotate slides as you talk through them! Use the arrows to change page; everyone follows along.

Zooming, saving and clearing

- Zoom with /, `+` and `-`, or pinch on a touchscreen. `0` fits it back to the screen.
- **Save as image** downloads a PNG. Anyone can do this.
- Hosts can **clear the board** and **save a snapshot** into the meeting's history.

Tip. You never lose a board. Meet saves a snapshot automatically before it's cleared, when it's closed, and when the host leaves the meeting. They all end up in the meeting pack.

Before you move on

- [ ] You've drawn something and everyone else can see it.
- [ ] You can select, move and delete your own drawing.
- [ ] Hosts: you know the group button lets everyone draw.

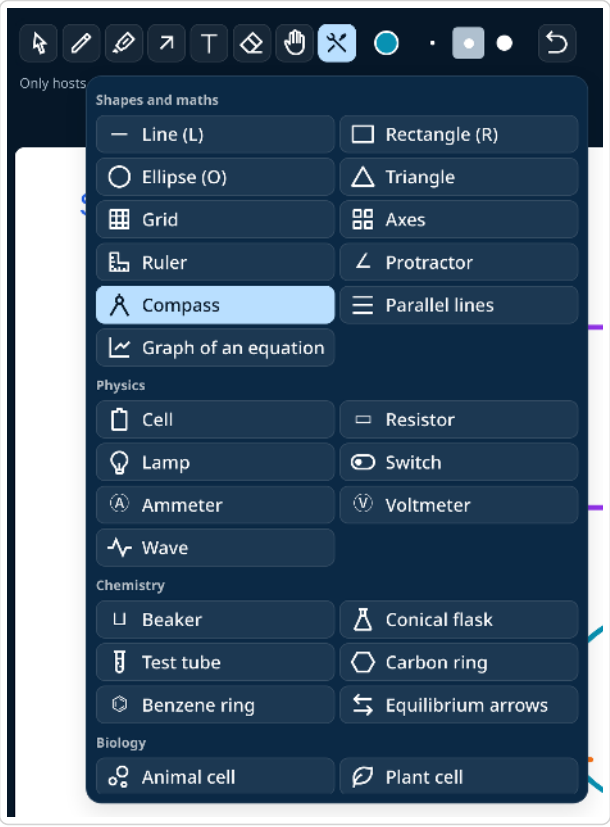
CHAPTER 6

The maths and science toolkit

Protractors, circuits, test tubes, cells. No pencil case required.

TL;DR

Click **Tools** in the whiteboard toolbar. The menu is grouped: shapes and maths, physics, chemistry, biology. Pick a tool, then drag on the board. The maths tools snap to the same grid, so measurements match up. **Graph of an equation** is different: type an equation, watch its graph, and insert it.



The Tools menu

Shapes

Line L, **Rectangle** R, **Ellipse** O and **Triangle** all live here. Drag from one corner to the opposite corner.

Grid and axes

- **Grid**: drag out an area of squared paper.
- **Axes**: drag out a graph with x and y axes, numbered scales and arrows, centred in the area you drag. Ready for plotting!

Graphs of equations

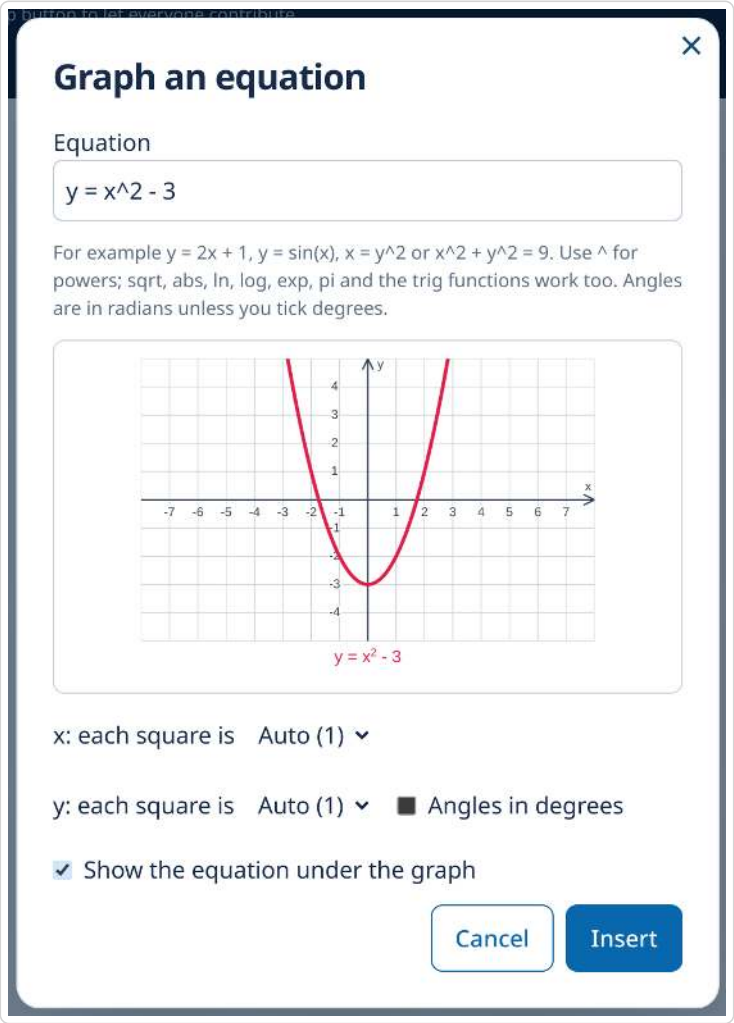
Why plot by hand when the board can do it? Choose **Graph of an equation** from the **Tools** menu and a window opens.

▶ Try it

1. Type the equation, say `y = x^2 - 3`. The graph appears as you type, and changes with every key.
2. Not quite right? Keep editing until you're happy.
3. Tick **Show the equation under the graph** if you want it written underneath.
4. Click **Insert**. The graph lands in the middle of the board, on its own squared paper and axes, in the colour you're using.

What you can type:

- `y =` … for the usual graphs: `y = 2x + 1`, `y = sin(x)`, `y = 1/x`. Just `x^2` means $y = x^2$ too.
- `x =` … for graphs on their side: `x = sin(y^2)`.
- Any other equation in x and y: `x^2 + y^2 = 9` draws a circle.
- `^` for powers, `sqrt`, `abs` (or `|x|`), `ln`, `log`, `exp`, `pi` (or π), and the trig functions, including `asin`, `acos` and `atan`. `2x` and `3sin(x)` mean what you'd expect.



Typing an equation, with its graph drawn as you go

Scales and degrees

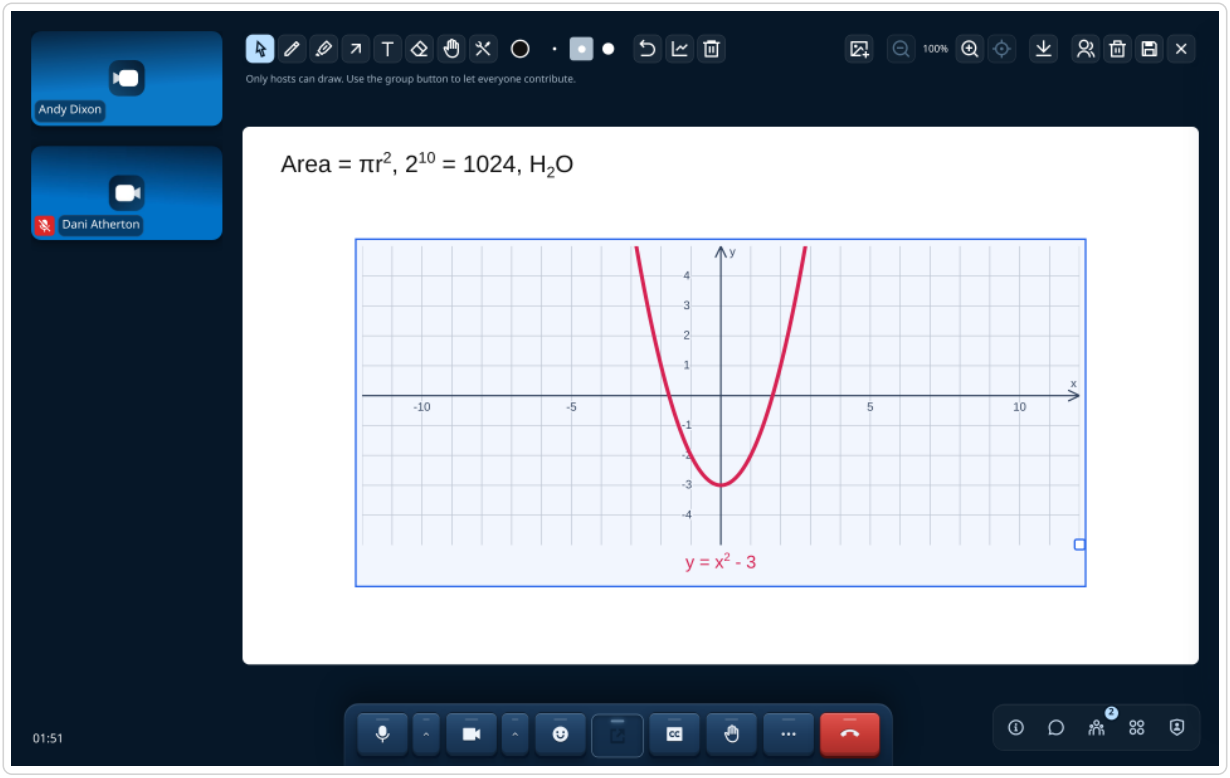
Meet picks a sensible **scale** for each axis, so the curve shows. You can choose your own: **x: each square is** and **y: each square is**.

Angles are in **radians** unless you tick **Angles in degrees**. Then $\sin 90 = 1$, the angle axis is numbered in degrees (90°, 180°, …) and runs from -360° to 360°. Just right for GCSE trig graphs.

Changing it later

With **Select**, click the graph. You'll see:

- a small square **handle** on its bottom-right corner. Drag it to make the graph **wider** (more of x *and* $-x$) or **taller** (more of y and $-y$). The origin stays in the middle and the scale stays the same, so you just see more of the curve.
- a graph button in the toolbar, **Change the graph's equation**. It opens the window again. **Double-clicking** the graph does the same.



A graph on the board, selected: its corner handle shows. Above it, text with a power and a subscript

Ruler

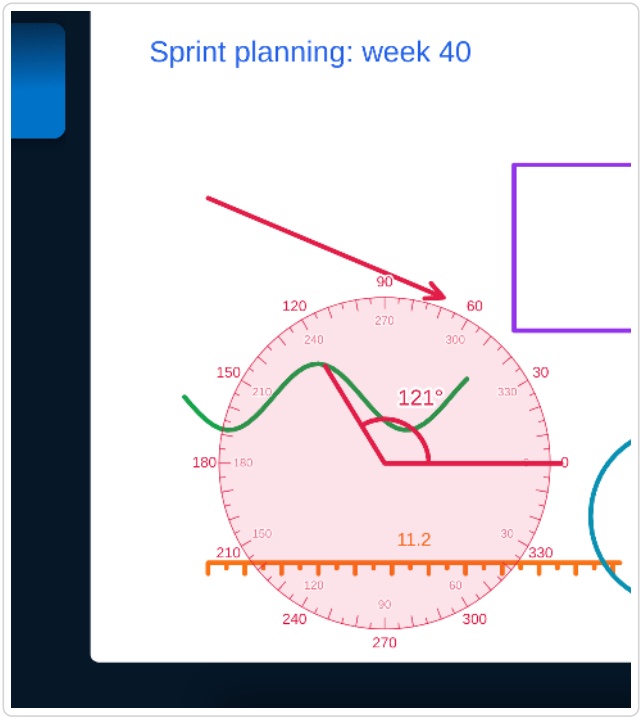
Drag a line and it gets tick marks every half square, plus its length in grid squares, written right next to it.

Protractor

The star of the show. It measures angles properly, inner and outer scales and all.

Try it

1. Choose **Protractor**.
2. Press where the corner (the vertex) goes, and **drag the first arm**. Let go.
3. Now **move your mouse round** to where the second arm should be. A full protractor appears and the angle updates live.
4. Click to fix it in place.



Measuring an angle, live

Tip. Which way you move matters. The protractor reads the scale in the direction you swing: the outer numbers go your way, the inner ones the other way. Keep going past 180° and you get the **reflex angle**.

Compass

Press where the centre goes and drag out to the radius. You get a perfect circle, the radius drawn in as a dashed line, and its length labelled.

Parallel lines

Drag and you get a pair of parallel lines: one where you pressed, one where you let go. Dragging down (or up) opens the gap between them; dragging across sets their length. Each is marked with the little arrow that says “I’m parallel!”, and the arrows point the way you dragged.

Once they’re on the board they are two separate lines: with **Select** you can move either one by itself.

Physics

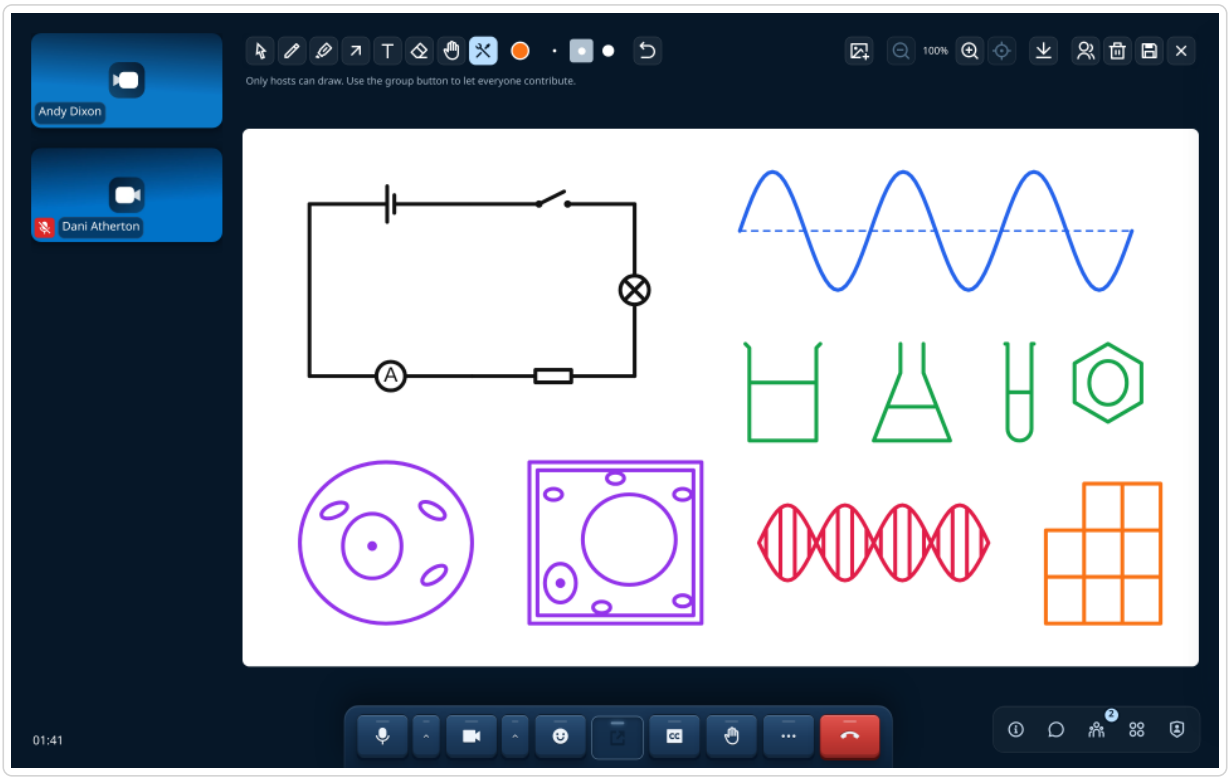
- **Circuit symbols**: cell, resistor, lamp, switch, ammeter and voltmeter. Drag along where the wire goes, in any direction; the symbol sits in the middle with a wire out to each end. Join them up with **Line** to build a circuit.
- **Wave**: drag out a box and a wave fills it, on a dashed rest line. The box is as tall as twice the amplitude, handy for labelling amplitude and wavelength.

Chemistry

- **Beaker**, **Conical flask** and **Test tube**: drag out the glassware, liquid level included.
- **Carbon ring** and **Benzene ring**: hexagons for drawing molecules.
- **Equilibrium arrows**: the two half-arrows of a reversible reaction. Drag along the direction they should run.

Biology

- **Animal cell** and **Plant cell**: outline diagrams ready to label (nucleus, mitochondria; cell wall, vacuole, chloroplasts).
- **DNA**: drag out a length of the double helix.
- **Punnett square**: a 2 by 2 grid with a row and a column for the parents. Fill it in with **Text**.



The science tools: a circuit, a wave, glassware, a benzene ring, cells, DNA and a Punnett square

Before you move on

- [ ] You've measured an angle with the protractor.
- [ ] You've inserted a graph from an equation, and know a double-click changes it.

CHAPTER 7

Polls and Q&A

Quick decisions, burning questions, no chaos.

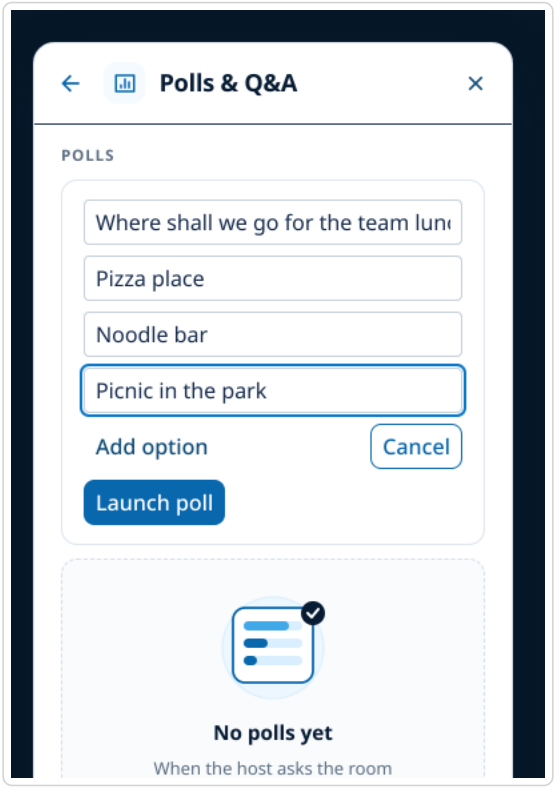
TL;DR

Hosts create polls from **More tools** → **Polls & Q&A**. Everyone gets a popup and votes right there. Anyone can ask questions; others upvote them, so the popular ones rise to the top.

Running a poll

Hosts only.

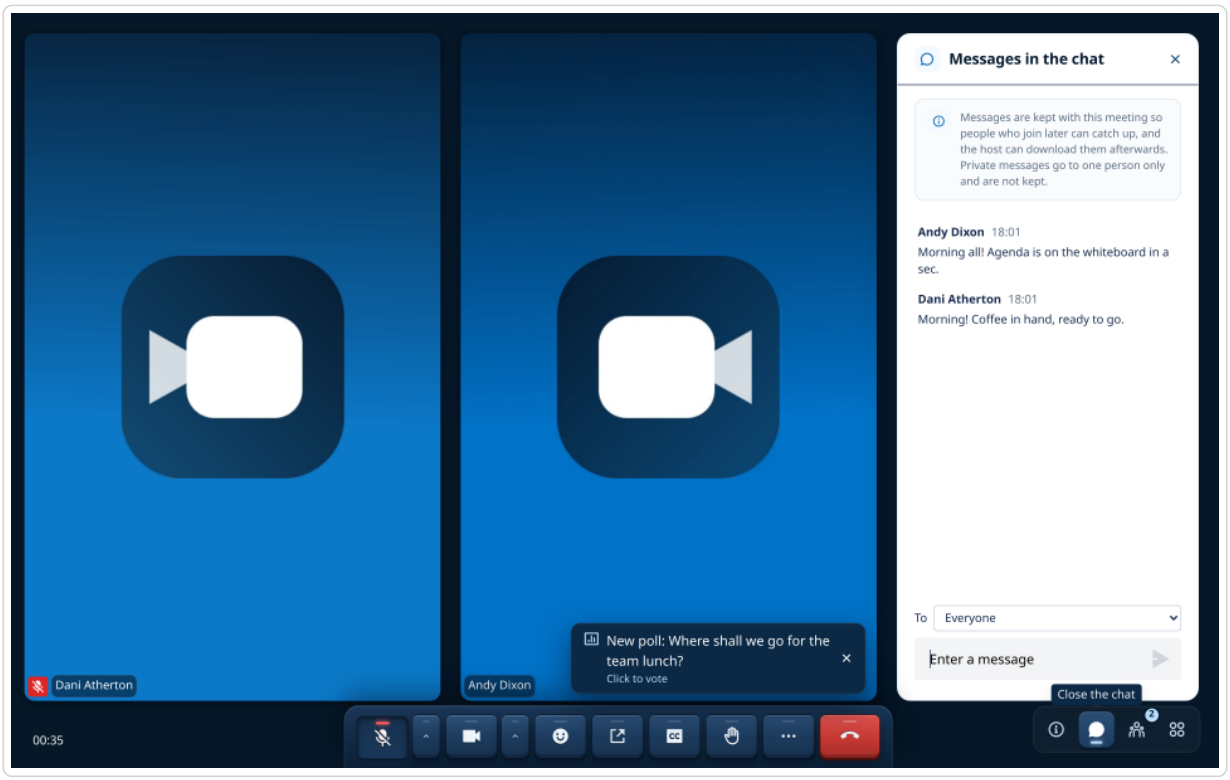
1. Open **More tools** → **Polls & Q&A**.
2. Click **New poll**. Type the question and at least two options (**Add option** for more, up to ten).
3. Click **Launch poll**.
4. Watch the votes roll in. Click 🔒 to close voting when you're done.



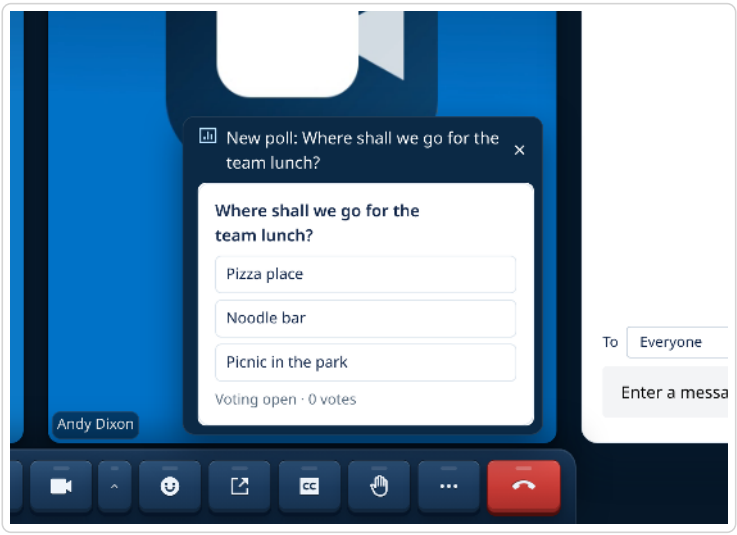
Creating a poll

Voting

When a poll starts, a popup appears for everyone. Click it and it opens right up, so you can vote without hunting for the panel. Click ✖ to hide it afterwards.



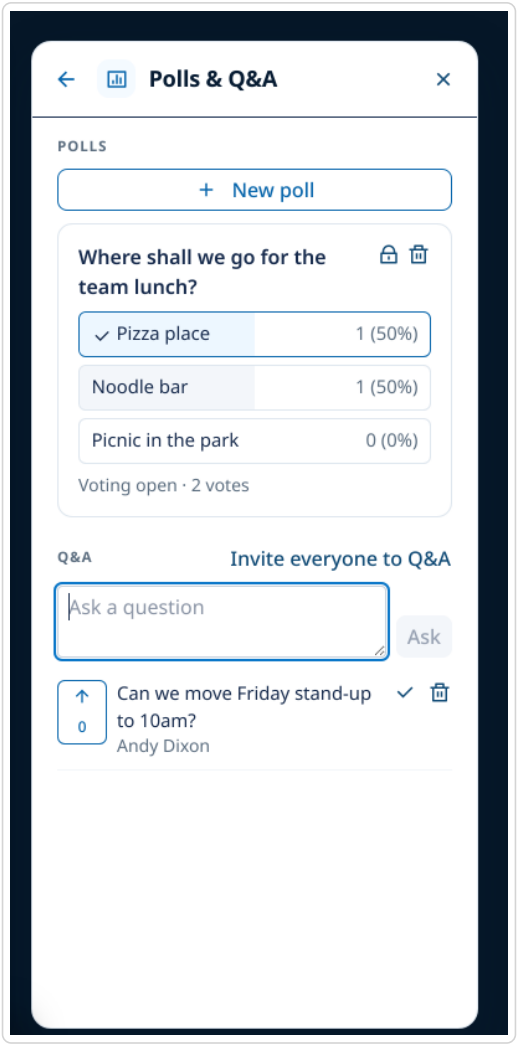
A new poll pops up for everyone



Voting straight from the popup

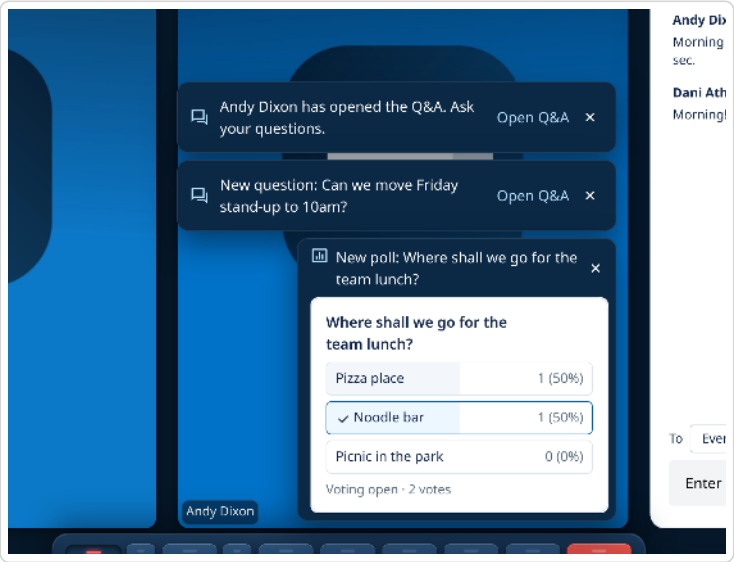
Questions (Q&A)

Scroll down in the **Polls & Q&A** panel to ask a question. Everyone else can ↑ upvote it. Hosts can mark questions as answered, and delete any that aren't needed.



Polls and questions, side by side

Hosts only. Click **Invite everyone to Q&A** and a popup appears for everyone with an **Open Q&A** button. New questions pop up for everyone too, so nobody misses them.



Q&A popups, as participants see them

Before you move on

- ☐ Hosts: you've launched a poll and closed voting with 🔒.
- ☐ You've asked a question, or upvoted someone else's.

CHAPTER 8

Breakout rooms

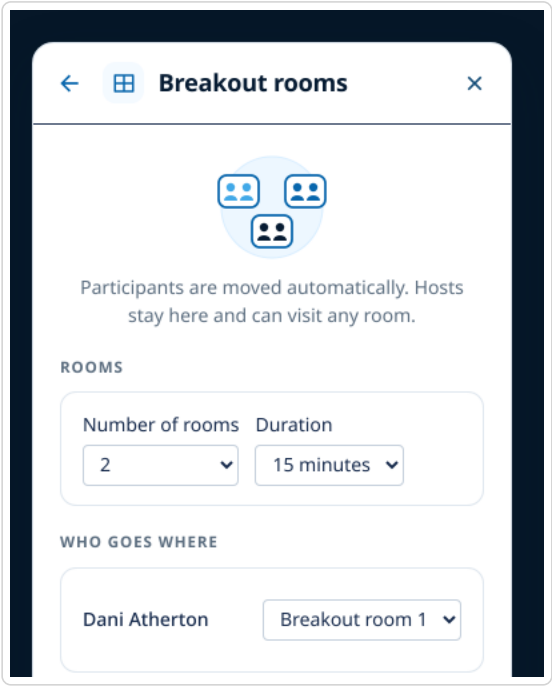
Split up, get stuff done, come back together.

TL;DR

Hosts open **More tools** → **Breakout rooms**, choose how many rooms, and assign people (or let Meet shuffle them). Close the rooms and everyone's pulled back into the main meeting.

Hosts only.

1. Open **More tools** → **Breakout rooms**.
2. Choose the number of rooms and who goes where.
3. Open the rooms. People are moved automatically, with a heads-up first.
4. When time's up, close the rooms to bring everyone back.



Setting up breakout rooms

Before you move on

- [ ] Hosts: the rooms opened, people moved into them, and closing them brought everyone back.

CHAPTER 9

Recording and transcripts

Hit record, then forget about taking notes.

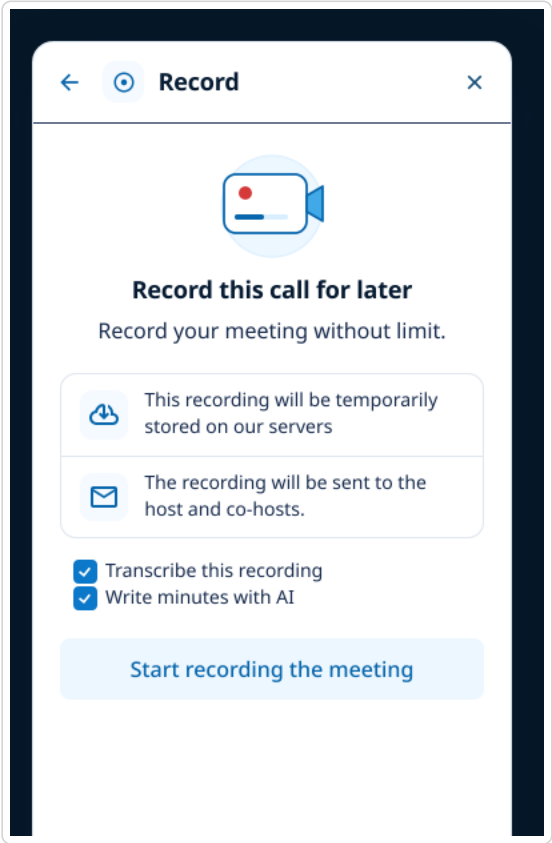
TL;DR

Hosts start a recording from **More tools** → **Record** (tick **Transcribe this recording** for a transcript too). Everyone sees that it's recording. Afterwards, the video, the transcript (with people's names), an AI summary and, if you asked for them, AI minutes turn up in your Meetings and Transcripts pages, and by email.

Starting a recording

Hosts only.

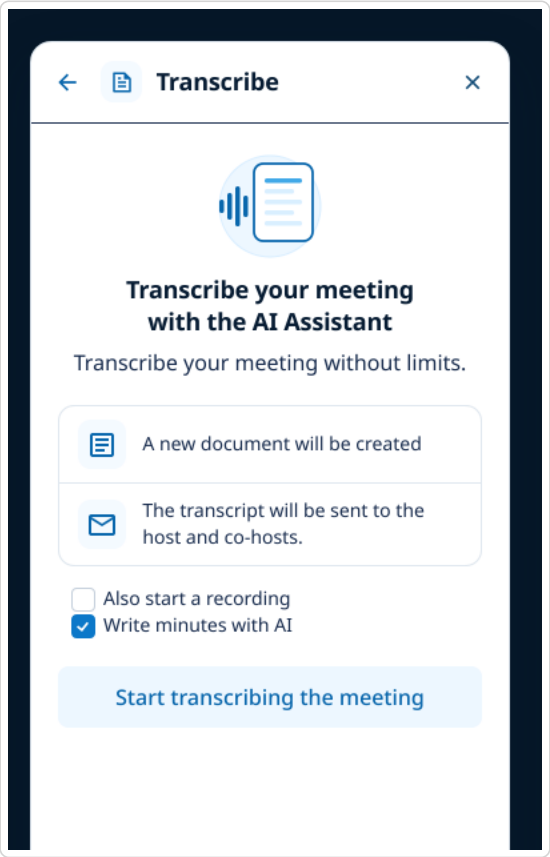
1. Open **More tools** → **Record**.
2. Tick **Transcribe this recording** if you want a transcript.
3. Want proper minutes too? Tick **Write minutes with AI**.
4. Click **Start recording the meeting**.
5. Stop it from the same panel when you're done (or just end the meeting).



The Record panel, with a transcript and AI minutes ticked

Just a transcript

Don't need the video? **More tools** → **Transcribe** records the sound only and turns it into a transcript. The same **Write minutes with AI** box is there, and **Also start a recording** adds the video after all.



The Transcribe panel

AI minutes

Minutes are the formal record of a meeting. Tick **Write minutes with AI** and, once the transcript is ready, Meet writes them for you:

- **Attendees**: everyone who spoke.
- **Items discussed**: each topic, in order, and what was concluded.
- **Decisions**: what was agreed.
- **Actions**: who's doing what, and by when (if anyone said).

They're emailed to the hosts and waiting on the Transcripts and Meetings pages.

> ⚠ **Careful.** AI minutes and summaries are a very good first draft, not gospel. Give them a quick read before sending them round. If the box isn't there at all, your administrator has switched AI summaries off.

Everyone knows

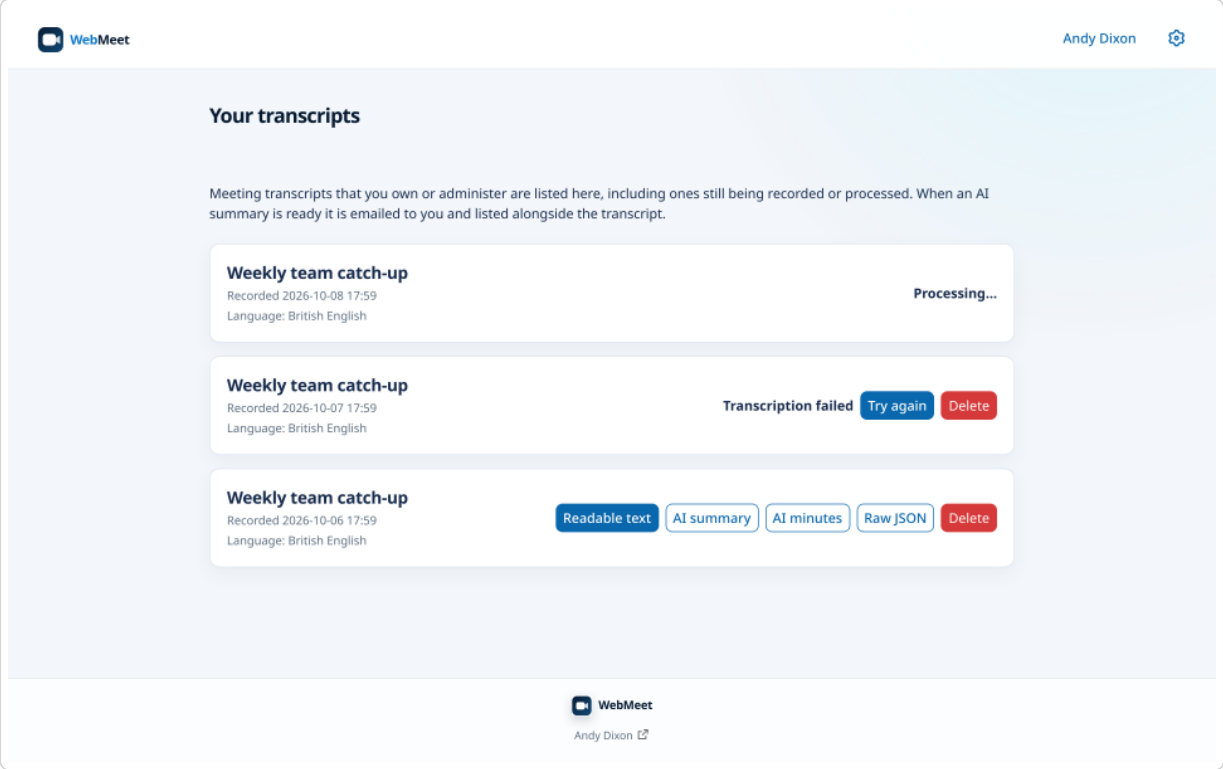
While a meeting's being recorded or transcribed, **everyone** sees a notice. No secret recordings, ever. If a recording can't start for any reason, everyone's told that too, so nobody thinks they're being recorded when they're not.

What you get afterwards

- **The video**, in the meeting pack and on the Meetings page.
- **A transcript** with each speaker's **name**, not "Speaker A". Download it as readable text or raw JSON.
- **An AI summary**, emailed to you when it's ready, nicely formatted with headings and a to-do list.
- **AI minutes**, if you ticked the box.

The Transcripts page

Click your name → **Transcripts**. Everything's listed, including recordings still on their way (they say *Processing…*). The page refreshes itself, so the download buttons just appear when they're ready: the transcript as text or data, plus **AI summary** and **AI minutes** when there are some.



Transcripts: one ready (with summary and minutes), one failed, one still processing

Careful. Transcription takes a little while after the recording stops, usually a minute or two for a short meeting. Long meetings are transcribed in 20-minute parts, so a three-hour meeting might take a while. Go grab a coffee.

Tip. If a transcript says it *failed*, click **Try again**. Hiccups happen, and the recording is still there to have another go at.

AI credit

Transcription is paid for from your **AI credit**: a balance in pounds that the site's staff top up. An hour of recording costs 80p to transcribe (charged by the second); the summary and minutes are included. Your balance is on your **Account** page and at the top of the Transcripts page.

- **Not enough credit?** Nothing is lost. The meeting is still recorded and kept, and its row on the Transcripts page says *Waiting for AI credit*, with what it will cost.
- Once staff have added credit, click **Transcribe now** on that row.
- A transcription that fails is **refunded**.
- With no credit at all, **live captions** are off in the rooms you own until you have some again.

Staff have no limit and are never charged.

Before you move on

- [ ] While recording, everyone saw the notice that the meeting is being recorded.
- [ ] Afterwards the Transcripts page lists it: *Processing…* at first, then download buttons.
- [ ] You've read the AI minutes or summary before sending them on.

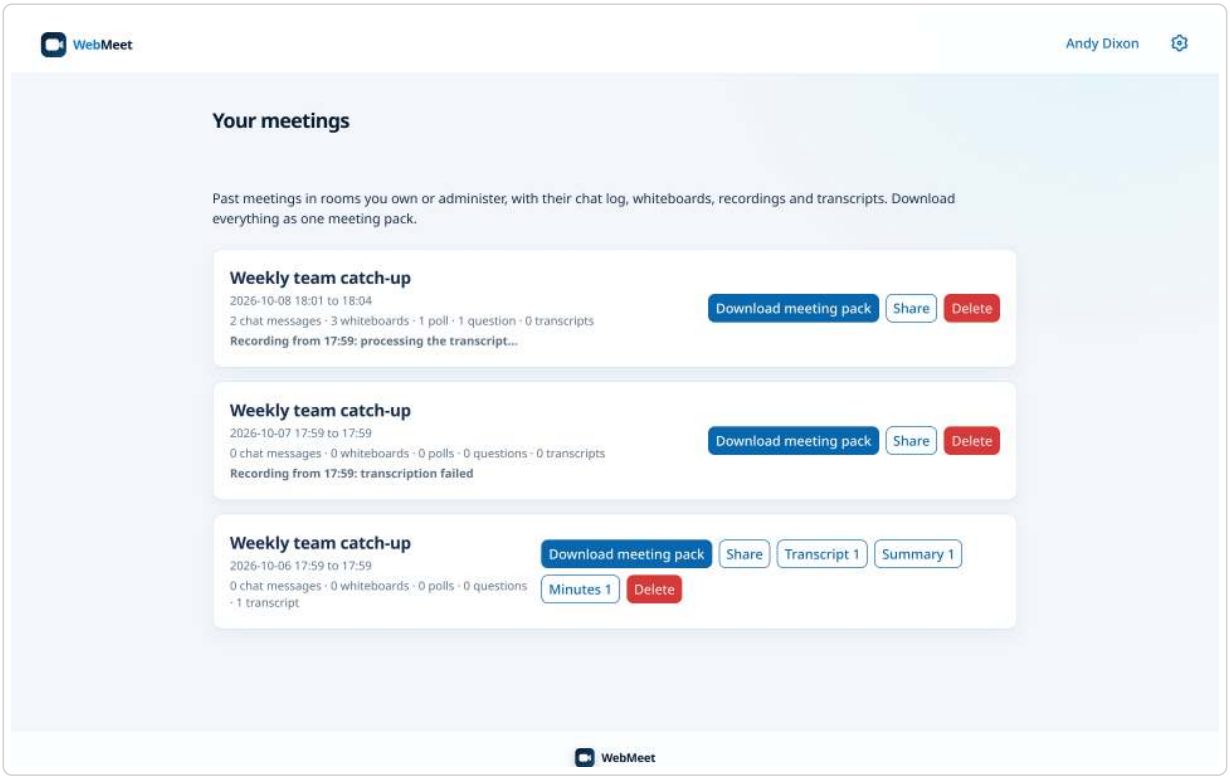
CHAPTER 10

After the meeting

Everything from your meeting, in one tidy download.

TL;DR

Click your name → **Meetings**. Each meeting has a **Download meeting pack** button: one zip with the chat, whiteboards, polls, Q&A, recordings and transcripts. **Share** gives you a link and password for people without an account. Everything's deleted automatically after 90 days.



Your meetings, with their packs

The meeting pack

It's a zip file containing:

- The **chat log** (text and JSON).
- Every **whiteboard** snapshot (PNG).
- **Poll results**, with the votes for each option.
- **Q&A**: every question, its upvotes, and whether it was answered.
- The **recording** videos.
- The **transcripts**, with names.

- The **AI summaries** and **minutes**.

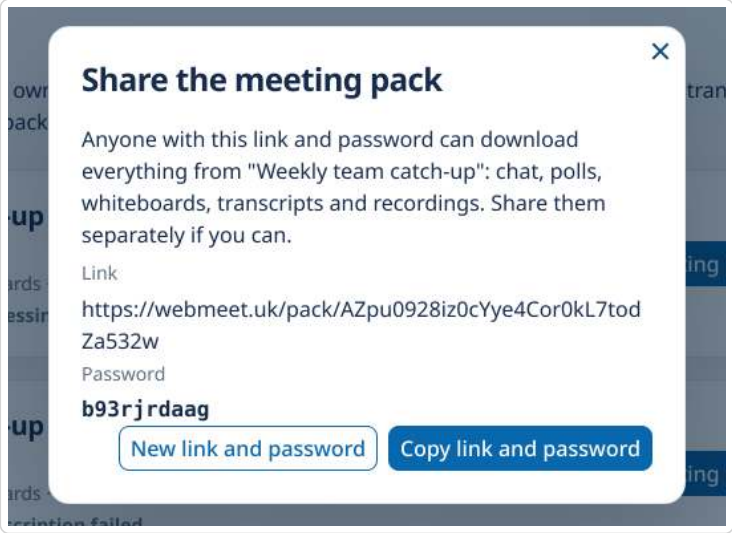
If a recording is still being processed, the page says so, and the video is already in the pack. The transcript follows when it's ready.

Sharing a meeting pack

Want to send the pack to someone who doesn't have a Meet account? Click **Share** on the meeting. You get:

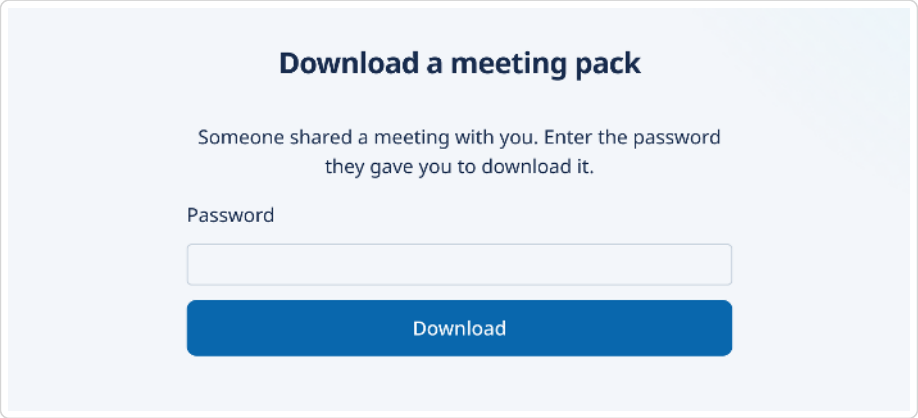
- a **link** to a download page, and
- a **password** to go with it.

Copy link and password puts both on your clipboard, ready to paste.



The link and password for a meeting pack

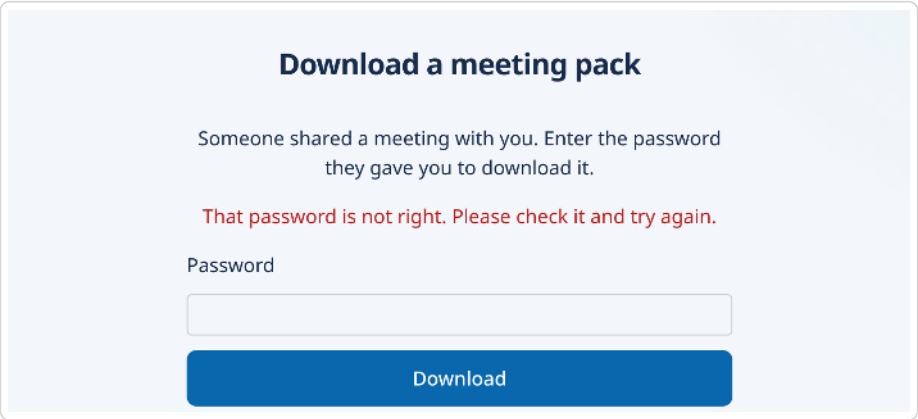
Your guest opens the link, types the password and clicks **Download**. No account, no signing in. (You don't need any of this yourself: just use **Download meeting pack**.)



What your guest sees

Tip. Send the link and the password **separately**, say the link by email and the password in a message. Anyone with both can download everything from the meeting, recordings included.

Wrong password? The page says so, and they can try again. Too many wrong guesses in a row and they'll need to wait a minute.



A mistyped password

Hosts only. Shared it with the wrong person? Click **Share** again, then **New link and password**. The old link and password stop working straight away.

Deleting a meeting

Can't be undone. Click **Delete** to remove a meeting and **everything** in it, recordings included. It can't be undone, so we ask you to confirm. Want any of it? **Download meeting pack** first.

(While a recording's still processing, deleting waits until it's done.)

The 90-day tidy-up

Gone after 90 days. To keep things private and tidy, Meet **automatically deletes** meeting data after **90 days**: recordings, transcripts, summaries, minutes, chat, whiteboards, poll results, Q&A and share links. Download anything you want to keep before then!

Before you move on

- [ ] You've downloaded a meeting pack, or shared one with a link and password.
- [ ] You sent the link and the password separately.
- [ ] Anything you want to keep is downloaded before the 90 days are up.

CHAPTER 11

Hosting like a pro

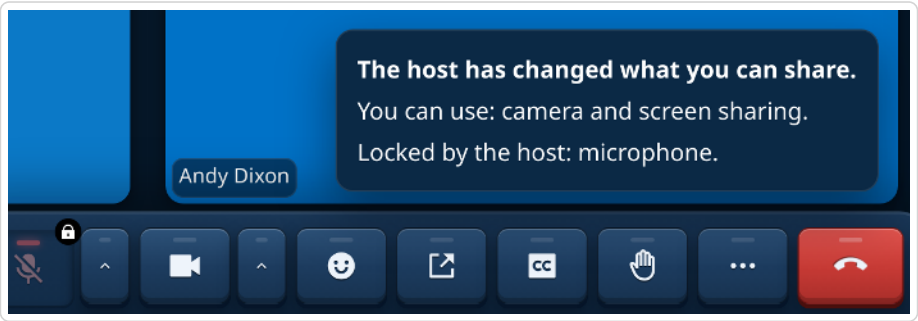
Calm, organised meetings, even big ones.

TL;DR

Hosts let people in, mute people, lock microphones or cameras, hand out whiteboard control, record, and can end the meeting for everyone in one go.

Your host powers

- **The lobby**: let people in when you're ready.
- **Mute people**: hover over someone's picture and click **Mute**. One click, no questions asked; they can unmute themselves when it's their turn.
- **Lock** everyone's microphone, camera or screen sharing from **Host settings**. Locking microphones mutes everyone, and their microphone button shows a small padlock until you unlock it.
- **Let one person speak**: in the participants list, open someone's menu and choose **Allow microphone** (or **Lock microphone** to take it back). They see a message saying what they can and can't use now (pictured below).
- **Make co-hosts** from the participants list, to share the load.
- **Hand over the whiteboard**: give someone control of the background, so they can present their own slides.
- **Room access**: choose whether people need to knock. It carries over to next time.

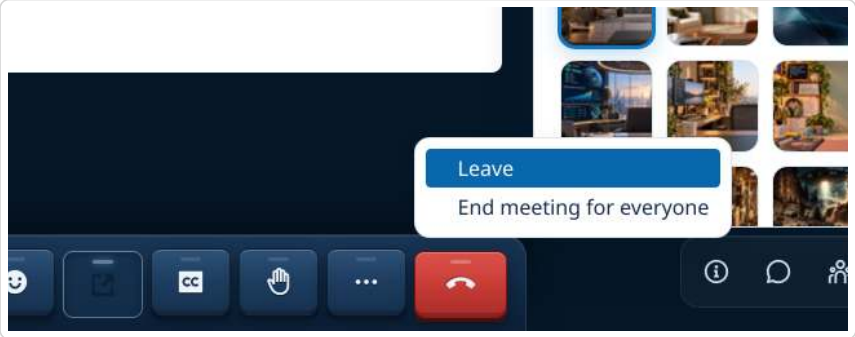


A locked microphone: the padlock on the button, and the message saying why

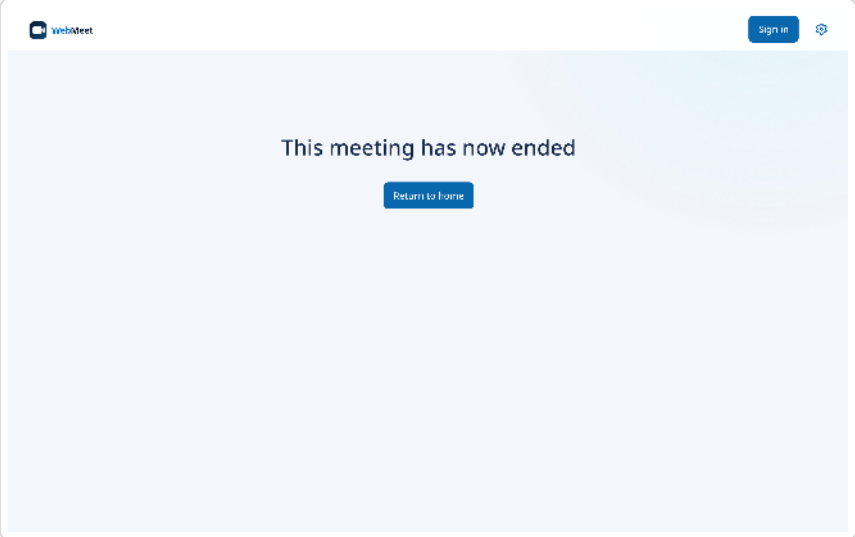
Ending the meeting for everyone

Click the red hang-up button and you get two choices:

- **Leave**: you go; everyone else carries on.
- **End meeting for everyone**: everyone's disconnected, any recording stops, and people see *This meeting has now ended*.



A host's hang-up menu



What everyone sees when the host ends the meeting

Careful. If the meeting *can't* be ended, Meet tells you why:

- **You've been signed out** (say your password was changed somewhere else). Sign in again **in a new tab**, so you stay in the meeting, then try again.
- **You're no longer a host** of this meeting.

Before you move on

- [ ] You can mute someone and lock everyone's microphones.
- [ ] You know the difference between **Leave** and **End meeting for everyone**.

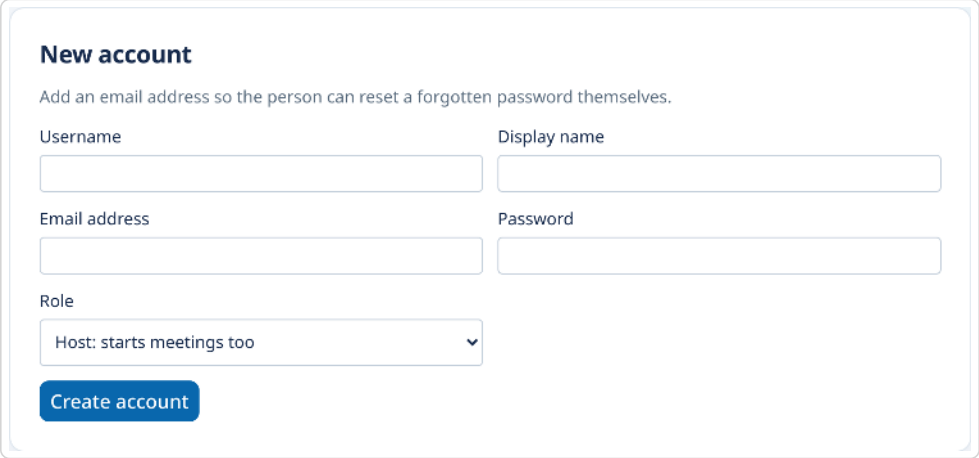
CHAPTER 12

For administrators

Giving people their logins, and deciding which AI features are on.

TL;DR

Administrators sign in with **Sign in with Blackwall** (on your own address, with their username and password), then go to their name → **User accounts**. Create accounts, set new passwords, choose each person's role, disable or delete accounts. Add an email address so people can reset their own passwords.



User accounts: adding someone, with their role

Tip. Invitations sent from **Invite people** go out through the site's own email settings, from its own address, named after the person sending them ("Andy Dixon via WebMeet"). Each host can send 10 batches an hour, up to 50 people a batch, and each send is noted in the audit log (how many people, not who).

Tip. Someone can't open any meeting, and sees **Too many wrong meeting codes**? Their connection tried too many codes that don't exist (a whole office or school behind one address shares the allowance). In the admin site, **Banned addresses** lists every banned address and how long it has left; **Lift ban** lets them straight back in.

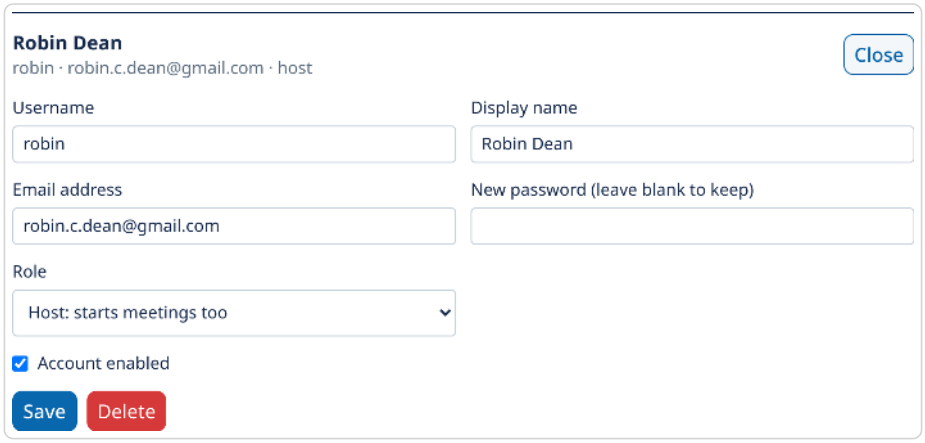
Creating an account

▶ Try it

1. Fill in **Username**, **Display name**, **Email address** (recommended!) and a starting **Password**.
2. Pick a **Role**. New accounts are **hosts** unless you choose otherwise.
3. Click **Create account**.
4. Send the person their username and password. They can change the password themselves under **My account**.

Editing an account

Click **Edit** next to anyone to rename them, change their email, set a new password (leave it blank to keep the current one), or untick **Account enabled** to stop them signing in without deleting anything.



Editing an account: its role, details and password

Roles

Everyone's role shows in the list, next to their username. To change it, click **Edit**, pick a new **Role** and click **Save**. People who made their own account are viewers; make them a host and they can start meetings straight away.

⚠ Careful.

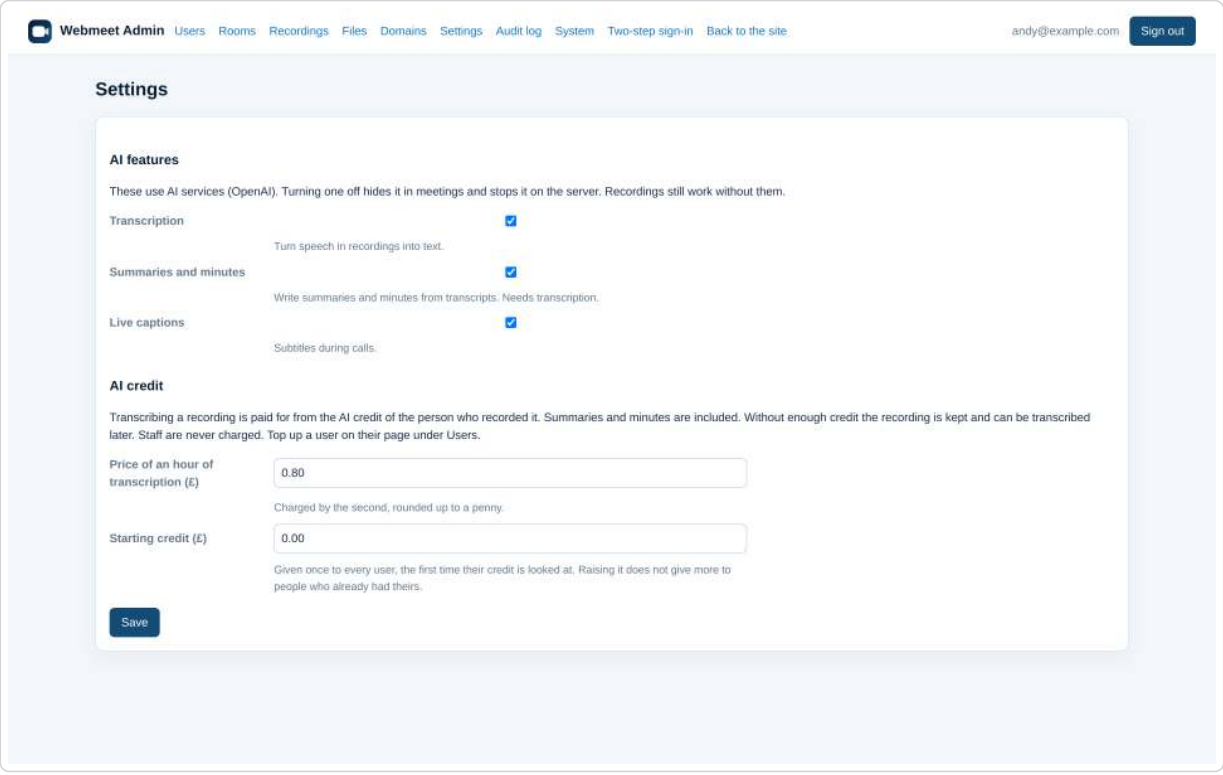
- **Staff** can make people viewers or hosts. Only **admins** can make someone staff or an admin.
- Staff and admin accounts can only be changed (or deleted) by an admin. Staff see *Only admins can change staff and admin accounts* instead of **Edit** next to them.
- Nobody can change their **own** role, so you can't lock yourself out by accident.

- The admin site (`webmeet.uk/admin/`) has the same **Role** menu, with the same rules.

Switching AI features on and off

Some features send meeting audio or transcripts to an AI service (OpenAI). Staff can switch each one off for the whole site: open the admin site (`webmeet.uk/admin/`) and click **Settings**.

- **Transcription**: turning speech in recordings into text.
- **Summaries and minutes**: the AI summary and minutes written from each transcript. Needs transcription.
- **Live captions**: subtitles during calls.



The AI switches and the AI credit amounts in the admin site

Your own domain

Meet can run under your organisation's own address, say `meet.example.org`, with your logo and only the features you want. The site's staff set the address up; after that its **admins** look after it.

If you are an admin of a domain, open your user menu *on that address* and choose **Domain settings**:

- **Logo**: choose an image (PNG, JPEG, WebP or SVG) and it replaces the logo at the top of every page, straight away.

- **Features**: switch off what you don't want people to have there: the whiteboard or just its tools, polls and Q&A, breakout rooms, chat, reactions, screen sharing, recording, transcripts, live captions. It disappears for everyone meeting on your address.
- **Admins**: add someone by their email address or username (they need an account first), or remove them. You can't remove yourself.

Accounts and rooms are the same ones as on the main site: a room's link works on either address, and looks and behaves like the address it is opened on.

> ⚠ **Careful. Your own address uses passwords only.** **Sign in with Blackwall** is for the main site, so it isn't offered there: everyone, admins included, signs in with a username and password. Being signed in on the main site doesn't sign you in on your address (or the other way round), and signing out keeps you on your address.

AI credit for your users

The same **Settings** page sets the **price of an hour of transcription** (80p to start with) and a **starting credit**, given once to every user.

To top someone up, open **Users** in the admin site, click the person, and use **Add credit**: type an amount in pounds and, if you like, a note ("paid by invoice 42"). A minus sign takes credit away. Underneath is that person's ledger: every top-up, every transcription charged, every refund, and who did it.

Untick a box and click **Save**. The change applies straight away: the options disappear from meetings, and the server refuses them too. Recording video still works with everything switched off.

Before you move on

- ☐ You've created an account with the right role, and its owner can sign in.
- ☐ You know where the AI switches live: **Settings** in the admin site.

CHAPTER 13

Troubleshooting

Something's up? Here's the quick fix list.

The problem	Try this
We can hear an echo	Meet notices when your voice comes back from someone else's device and tells you both whose it is. Whoever it names should use headphones or mute. Two devices in one room? See the same-room switch on the join screen.
Nobody can hear me	Check you're not muted. Then **Settings** → **Audio**: does the meter move when you talk? If not, pick another microphone.
I can't hear anyone	Check your computer's volume, then **Settings** → **Audio** → speakers.
My camera won't start	Close other apps using the camera (Teams, Zoom…), and check your browser allowed camera access. Then turn the camera off and on again, or pick it again from the camera list.
The camera list says **No camera found**	Your computer isn't offering a camera to the browser. Plug one in (the list updates by itself), or check the camera isn't switched off in your computer's privacy settings.
The browser never asked for camera access	Click the camera icon in the address bar and choose **Allow**, then reload.
The join screen's dot is amber	Your network blocks the direct route, so the call goes through a relay. It still works; if it's slow, try another network (a phone's hotspot, for example).
The join screen's dot is red	No route to the meeting at all. Check you're online, then try another network.
My camera went fuzzy, or paused by itself	Your connection was poor: Meet eased off your video to keep the sound going. It comes back once the connection has been good for half a minute.
Everyone went silent	Wait 15 seconds: browsers reconnect by themselves when the sound stops. Still silent? Leave and rejoin.
I can't draw on the whiteboard	The host hasn't let everyone draw yet. Ask them to click the group button!

Continued on the next page

The problem	Try this
I can’t share my screen	Is the whiteboard open? Close it first.
“The recording could not start”	Try again. If it keeps happening, tell your administrator.
Transcript says no speech was detected	Was everyone muted? Transcripts need someone unmuted and talking.
A transcript failed	Click **Try again** on the Transcripts page.
No transcript, minutes or captions option	An administrator has switched that AI feature off (**Settings** in the admin site).
A guest’s pack link says it no longer works	The meeting was deleted, or you made a new link. Click **Share** and send them the new one.
I can’t find an old meeting	Meetings are deleted after 90 days.
I forgot my password	**Forgotten your password?** on the sign-in page, or ask an administrator.
“No meeting with this code”	Check the code or link with whoever invited you: only meetings someone has set up can be joined.
“Too many wrong meeting codes”	Your connection tried too many codes that don’t exist. Wait 30 minutes, or ask an administrator to lift it.

CHAPTER 14

Cheat sheet

Rip this page out (metaphorically) and stick it on your monitor.

Whiteboard keys

- `S` Select and move
- `P` Pen
- `H` Highlighter
- `A` Arrow
- `L` Line
- `R` Rectangle
- `O` Ellipse
- `T` Text
- `E` Eraser
- `V` Move around
- `Space` Hold to pan
- `+` `-` Zoom in and out
- `0` Fit to screen
- `Ctrl` + `Z` Undo
- `Delete` Delete selection
- `Esc` Cancel what you're doing

Call keys

- `Ctrl` + `D` Microphone on/off
- `Ctrl` + `E` Camera on/off
- Hold `V` Push to talk
- `Ctrl` + `Shift` + `H` Raise hand
- `Ctrl` + `Shift` + `E` Reactions
- `Ctrl` + `Shift` + `M` Chat
- `Ctrl` + `Shift` + `P` Participants
- `Ctrl` + `Shift` + `L` Recording
- `Ctrl` + `Shift` + `F` Full screen
- `Ctrl` + `Shift` + `X` Jump to the control bar
- `Ctrl` + `Shift` + `/` All the shortcuts

On a Mac, `Cmd` instead of `Ctrl`. No shortcut uses a function key.

Five things worth remembering

1. Links keep working: reuse them for regular meetings.
2. Everyone always knows when you're recording.
3. Boards are saved before they're cleared. You can't lose one.
4. Meeting packs have *everything*. Download before 90 days are up.
5. Stuck? Chapter 13. Still stuck? Ask your administrator.

That’s everything! Now go and have a brilliant meeting.

uncomplex. Complicated things. Thoughtfully simplified.