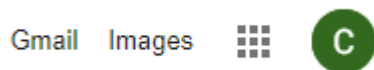


To set up an impromptu Google Meet (Video Conference)

1. Log into your school emails using Google Chrome
2. Click the waffle (9 dots in square) in top right



3. Find "Meet" in list and click



Meet

4. Click "Join or Start Meeting"
5. If prompted click allow in top left to allow Meet to use microphone, speakers and webcam.
6. You should then be able to see your webcam feed in the browser.
7. Click "Join Meeting"
8. You should get a pop up box with the meeting code in, this needs to be shared to other participants so they can join.

The code will look like this:

To join the video meeting, click this link: <https://meet.google.com/fmi-wxhq-uuy>

If the other participants just go to <https://meet.google.com/> they can then enter the string of letters after the last / on the URL so my example above has the code "fmi-wxhq-uuy".

To set up an scheduled Google Meet (Video Conference)

1. Log into your school emails using Google Chrome
2. Click the waffle (9 dots in square) in top right
3. Click Calendar
4. Create a new event
5. Fill in details for when you want the event to take place.
6. Click "Add Rooms, Locations or Conferencing" then click "Add Conferencing"
7. Invite Attendees
8. Click Save and Invite external guests (if external guests invited).
9. When the conference is ready to start either
 - a. Go back into Calendar, click on the event you created and click "Join Hangouts Meet"
 - b. Or Go into Google Meet by clicking the waffle, the event will be listed so click that to enter.

Getting a 3rd party to join a Google Meet

The other person will need either

- A computer with Google Chrome installed, preferably with webcam and microphone and speaker
- Or a Smartphone/tablet with the app Google Meet installed

If using Google Chrome

Go to <https://meet.google.com>

Enter the code provided

Join meeting

If using Google Meet App

Open app,
Enter code provided
Join meeting