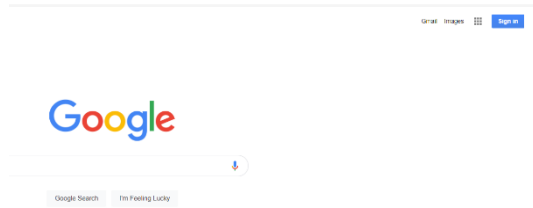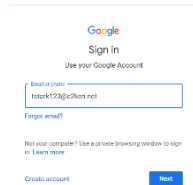# HOW TO JOIN A GOOGLE MEET SESSION - INSTRUCTIONS

1. Go to www.google.com and click on SIGN IN which is in the top right corner as you must be signed in to your child's school Google account.

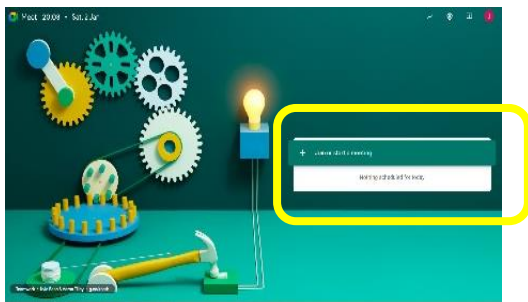2. You **must** enter your child's pupil school login username e.g. tstark123@c2ken.net just like you have to for Google Classroom. Google Meet will not allow any other external personal username to be included in the class session. Type in the username and click on Next.

3. You may need to fill in the school pupil username and password again.

4. The coloured circle in the top right hand corner of the screen should now have your child's initial in it.

5. Now go to https://meet.google.com.
   - You may or may not be asked to install the Google Meet app, it depends on the type of device that you are using. To join the session you should see a page that looks something like this with a <u>Join Or Start A Meeting</u> box.

6. Click on Join a Meeting.

7. It will ask you for a meeting code or a nickname. Enter the nickname which has been given by your class teacher. Each class is using a different code.

8. It will take you to another screen where you can check that your microphone and camera are working.

9. Click on Join at the exact time of your appointment. You may have to wait for the teacher to allow you to join the session. **Please ensure that you and your child have read through the Google Meet Good Manners guide.**

10. **Please mute your microphone before you join**.

11. At the end of the call you click on the icon of the phone and leave the room.