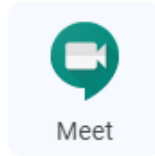


# How to Access your Google Meets



**This is the process for students to access their class Google Meets. Please read the instructions below as a refresher (this is the same process used in the 2020 lockdown).**

**1. Read all the steps to begin with first.**

2. Open Google Chrome (you may need to install this, if you do not have this on your computer - <https://www.google.com/chrome/> ). You can use Internet Explorer if you do not have Google Chrome. Google Meet will work best on Google Chrome.

3. Go to [www.google.com](http://www.google.com)

4. Click on **sign in** – which is in the top right hand corner



5. If there is no sign in, you may need to type in 'google sign in' into the search bar for it to appear

6. Enter your child's email address – example: [ABC123@schools.vic.edu.au](mailto:ABC123@schools.vic.edu.au). **This will be provided to the parents Seesaw Inbox – you may already know this from 2020.**

7. You will then be taken to a page that says 'EduPass'

8. Enter your username – the first part of your email (ABC123)

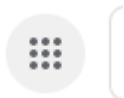
9. Enter your email password (also provided on Seesaw Inbox)

10. **Confirm and accept account if prompted**

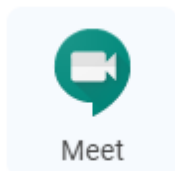
11. You should now see a letter initial in the top right hand corner if you signed in properly



12. Click on the **nine grey dots** in the top right hand corner

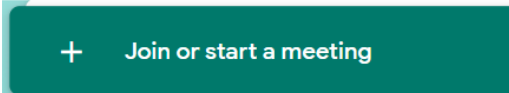


13. Click on Google Meet. If this doesn't appear. Click on 'more from google' then scroll down till you see 'Google Meet'



14. Click on **Google Meet**

15. Click on 'Join or start a new meeting'



16. Enter in the nickname provided to you. This will be provided to you via your **Seesaw Inbox**. Please **note the time** so you are on time to the Google Meet.

17. Click **Join Now**

# y34meeting

No one else is here

Join now

Present

Other options

Join and use a phone for audio

## 18. Allow Mic and Video

### 19. You made it!

20. You can turn off the mic, video or leave by click on the buttons that appear at the bottom of your screen when you move your mouse there

21. To end the meeting and leave, click on the **red phone** symbol



## If connecting with an iPad or smartphone

1. Download the app 'Hangouts Meet by Google' (free download)
2. Open 'Hangouts Meet by Google'
3. Sign in using the student email and password
4. Allow mic and camera access
5. Click on join meeting and enter code
6. Code will be the nickname for the meeting

**Google Meets**

**Responsibility**

*I will:*

- Listen carefully
- Follow instructions
- Participate to the best of my ability
- Wait my turn
- Be at my meetings on time

**Respect**

*I will:*

- Be patient
- Listen to others when they are talking
- Respond in a polite and positive manner
- I will raise my hand and wait to speak
- Accept support and guidance

**Honesty & Integrity**

*I will:*

- Accept that technology may not always work
- Enter and leave meets at the expected times
- Mute and use chat only when instructed

**Commitment**

*I will:*

- Seek help when I need it
- Concentrate on the task
- Be ready to answer questions and participate in the task
- Share what I know with others when asked

**Safety**

*I will:*

- Use the equipment correctly
- Use appropriate language
- Talk to my teacher or an adult at home if I have any concerns

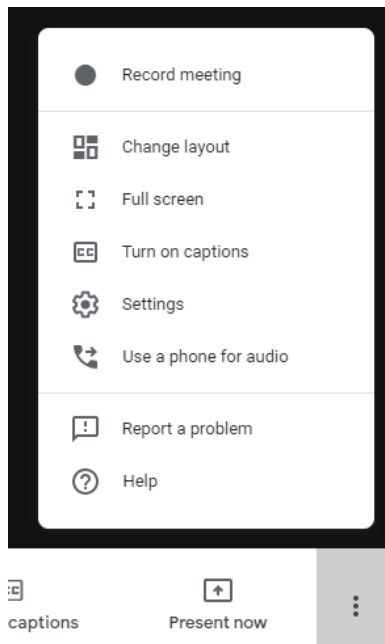
**HIGHVALE  
EPS  
PRIMARY SCHOOL**

# Troubleshoot

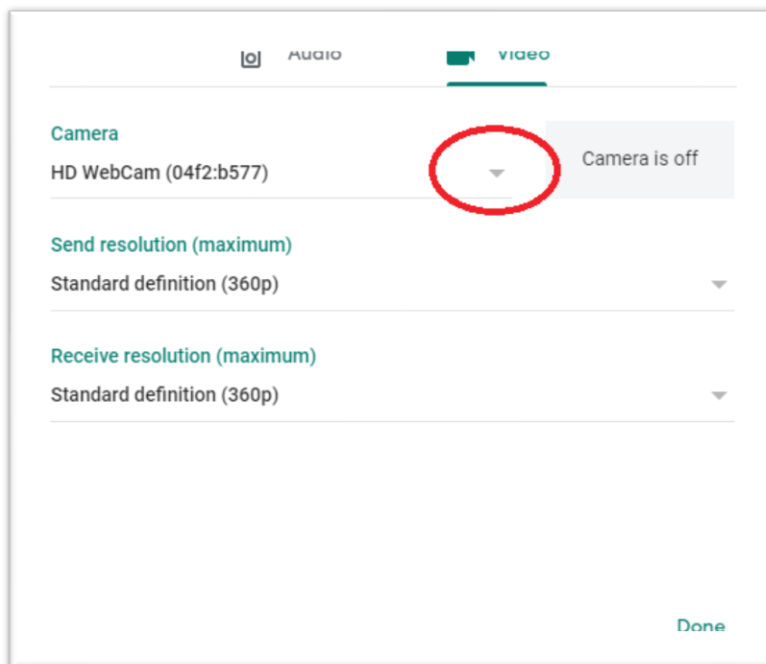
## Testing your Camera and Audio

To select the right camera. Enter the Google Meet. Then:

1. Hover your mouse across the bottom of the screen and then click on the **three dots**



2. Select **Settings**



3. Here you can test your **audio** and choose the camera by selecting '**Video**'
4. Use the drop **down arrow** to select the correct camera.

## **Sign out of existing accounts**

Sometimes the computer will automatically sign you into another account that was last being used. To sign out, please click on the letter in the top right hand corner and select sign out.

