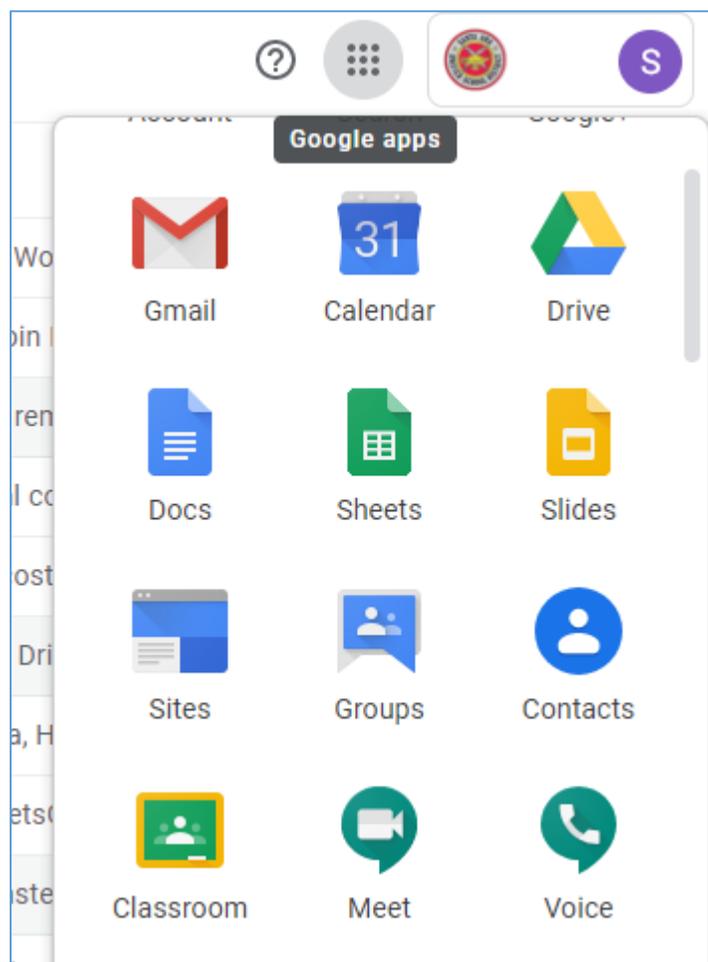


HOW TO USE GOOGLE MEET

Step 1: Log into Gmail using your SAUSDLEARNS.NET account

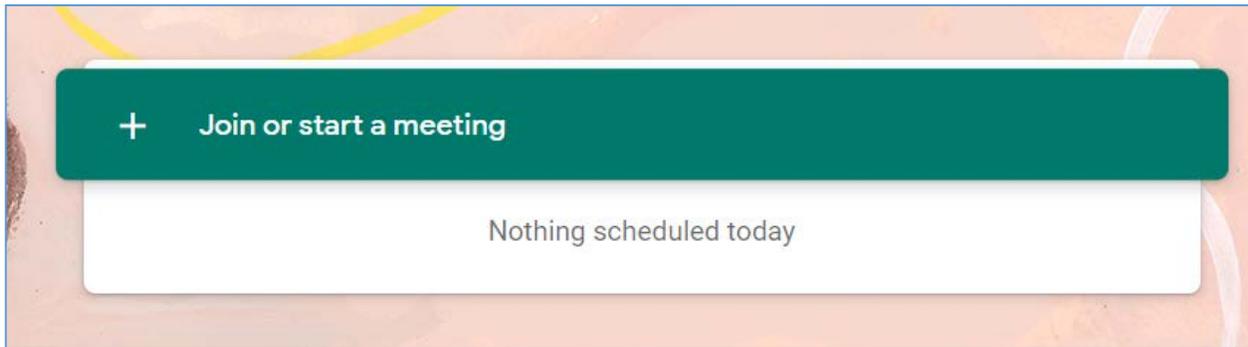
- Go to <http://gmail.com>
 - Click on “Sign in” located on the top right banner
 - Type in your complete SAUSDLEARNS.NET email address
 - Your username/email = firstname.lastname@sausdlearns.net
 - You will be asked for your password
- Click on the 9 dotted menu icon located on the top right banner. This will give you options to navigate to all other Google apps
 - Select the “Meet” Google app



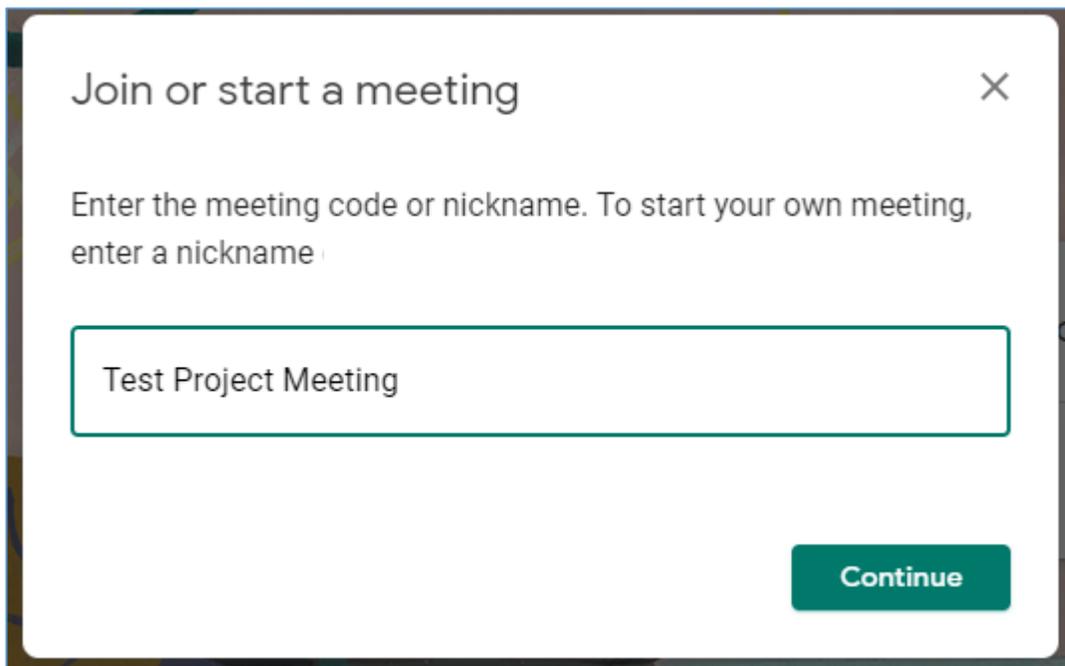
- Click on “Join or start a meeting”
 - You can create a new meeting by giving it a name or join an existing meeting by entering the PIN number shared with you by the host
- Alternatively, you can go directly to <http://meet.google.com>
 - Click on “Sign in” located on the top right banner
 - Same credentials apply

Step 2: Start a brand new meeting (skip to Step 3 if you are joining an existing meeting)

- Click on “Join or start a meeting”



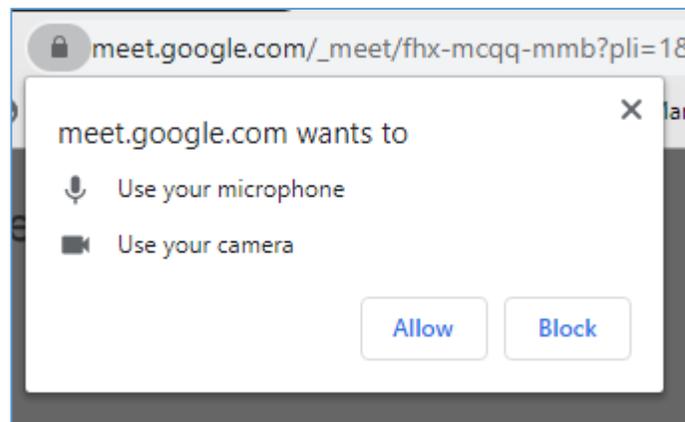
- Type in a name for the meeting and click on “Continue”. **You must enter a name for the meeting.**

A screenshot of the "Join or start a meeting" dialog box. The title bar says "Join or start a meeting" with a close button (X) on the right. Below the title, there is a prompt: "Enter the meeting code or nickname. To start your own meeting, enter a nickname". A text input field contains the text "Test Project Meeting". At the bottom right, there is a green "Continue" button.

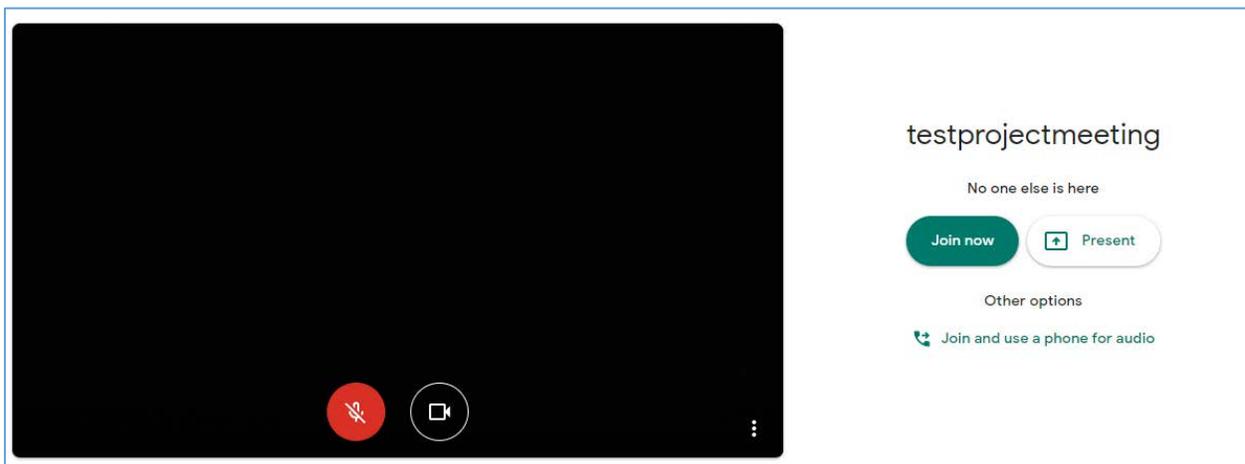
- Your browser may ask you permission to use your microphone and your camera. If you choose to have these turned on, click on “Allow”; otherwise, click on “Block”. You can always allow/block these access at a later time as well.

Allow Meet to use your camera and microphone

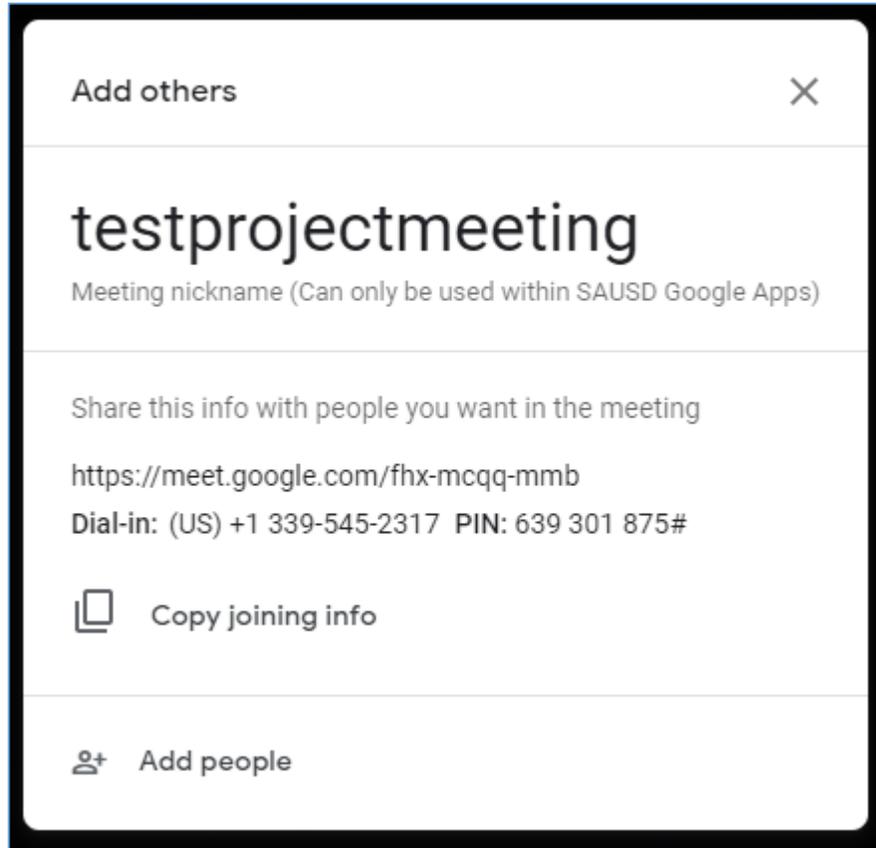
Meet needs access to your camera and microphone so that other participants can see and hear you. Meet will ask you to confirm this decision on each browser and computer you use.



- You are now taken to a waiting room where you can adjust/test your microphone or camera settings, officially “join” the meeting, or “Present” in the meeting

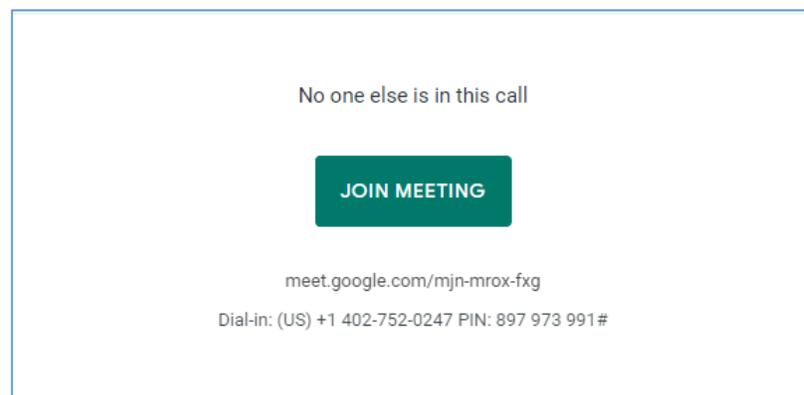


- Click on “Join now” to officially start the meeting.
 - You will be prompted to add other people to the meeting. Click “Copy joining info” to save the information for you to paste in a separate space. Click on “Add people” to start adding in other SAUSD staff



Step 3: Join in on an existing meeting

- If you are invited to an existing meeting, you will receive an email to your SAUSD gmail account. Click on “Join Meeting” in the body of the email



Step 4: End a Meeting

IMPORTANT!!!

To successfully end a meeting, make sure you are the last person in the meeting room. The creator of the meeting MUST be the last person to leave the meeting room so that others CANNOT continue using the meeting link afterwards.

If you are the creator and not the last person to leave the meeting room, others can continue conducting the meeting as long as they wish.

Please be cognizant of this when starting or ending a Google Meet.

