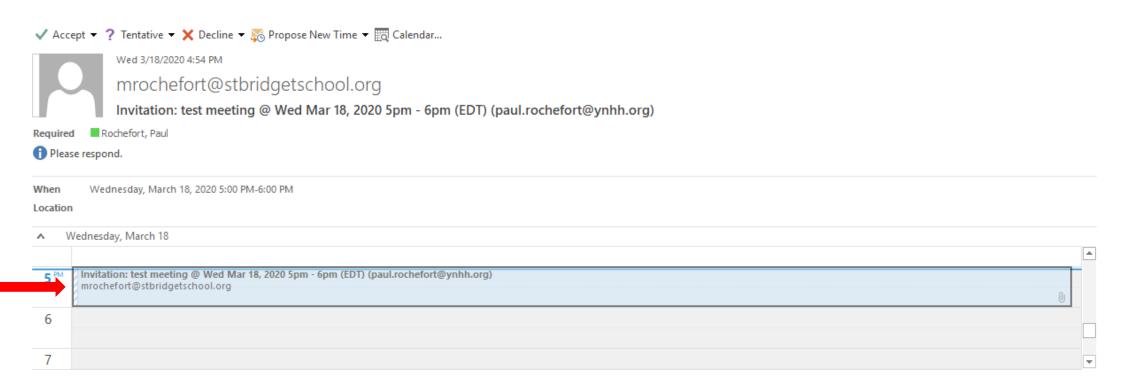


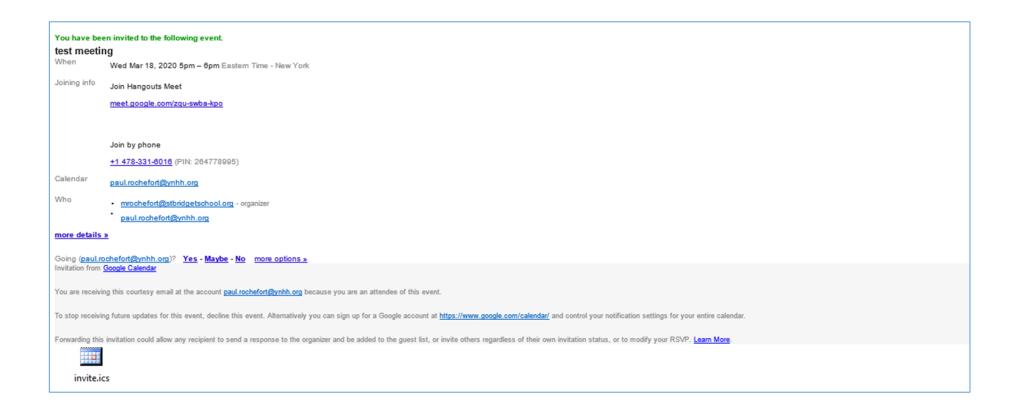
How to Join a Video Conference

Marilu G. Rochefort St. Bridget School, Cheshire

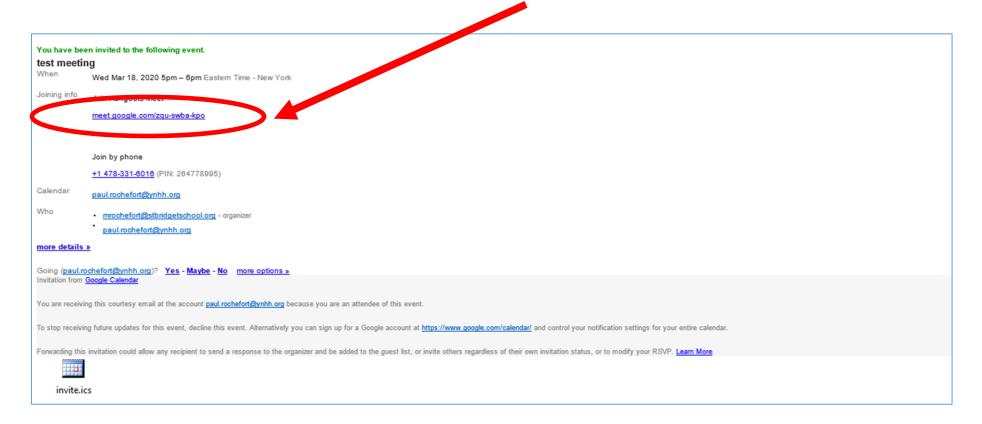
- The organizer will send you an invitation to meet via Google Calendar
- Select the meeting by double clicking on the meeting invite to open the invitation



The following window will open once the appointment is selected

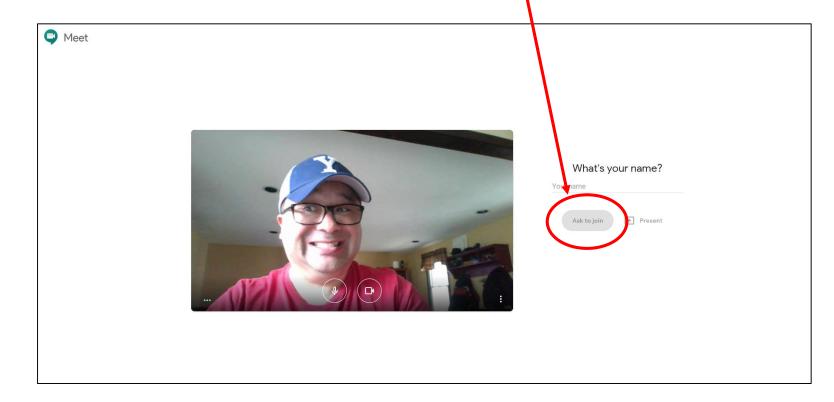


- This meeting is scheduled for Wed March 18th, 2020 from 5pm-6pm
- Select the link to join the meeting at the specified date and time

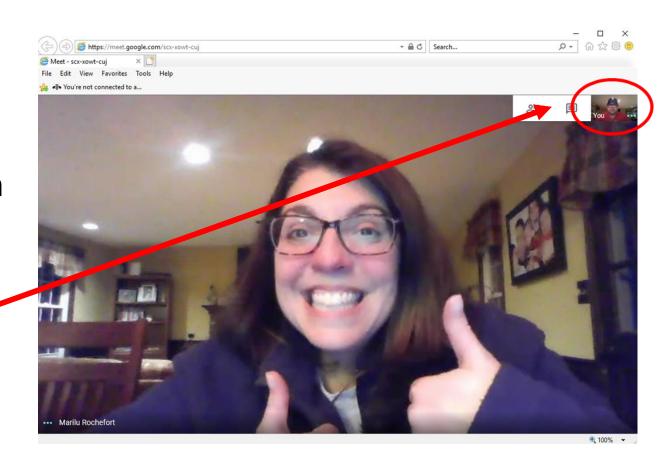


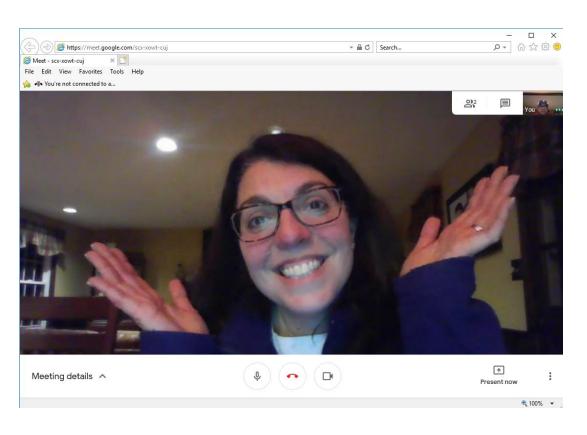
• Once the link is selected, the following window will open in your internet browser with you (not me) in the camera window.

• Enter your name and select "Ask to Join"



- You are now in the meeting....Congratulations!!!!
- The organizer will be in the main window...Marilu
- Each participant will be located along the side bar here...that's me!!!





• Will mute your microphone



• Will end your conference call



Will turn on/off your camera



• Will show you all the participants

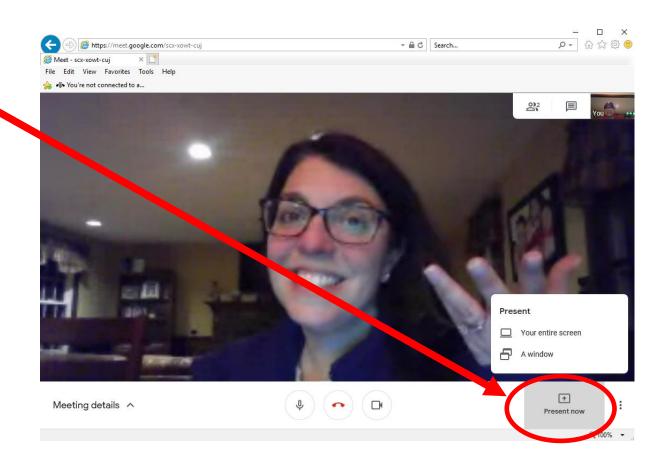


• Will allow you to Chat

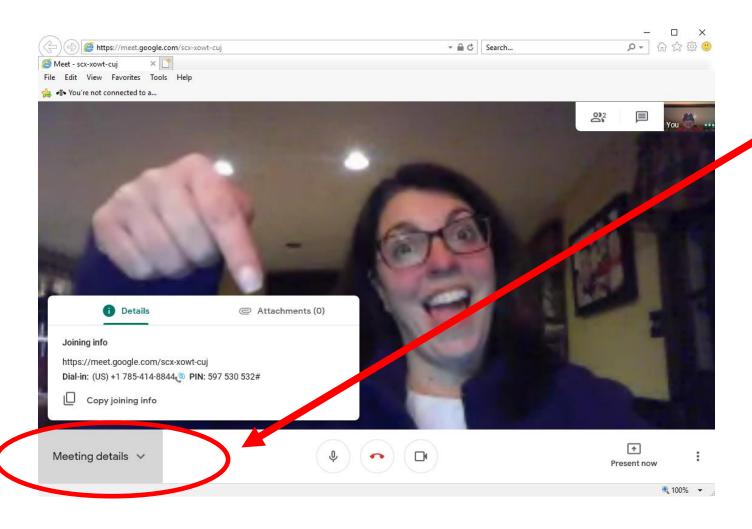


Google Meet – Presenting Your Desktop

- If you want to present your desktop to all participants in your meeting, select the *Present Now* button
- Then select either A Window or Your Entire
 Screen
- This is a great way to present material to your fellow faculty or when teaching your students.
- You can present educational videos, websites like Reading Street or even do a Kahoot! with your students



Google Meet-Dial in Information



- If you want to call into the meeting via
 telephone/cellphone, select the Meeting Details button for the dial in information.
- The dial in information is also available in the original appointment sent to you via email.



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