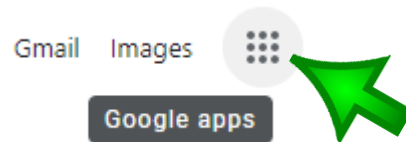


Virtual Meeting Access Information

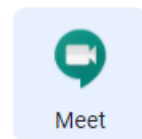
Use this sheet to help you access your parent / carer meeting on a laptop, desktop pc or Chromebook.

You will have been given a time and a code to access the meeting.

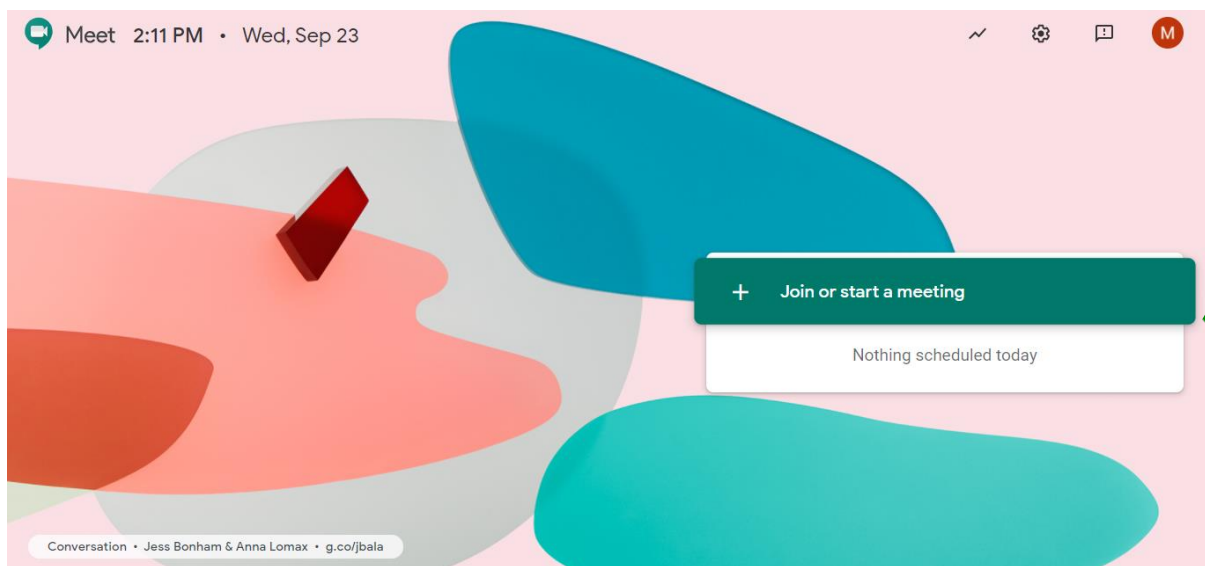
Log into your child's Google Account. You **must** be logged in as your child to be able to join the school meeting.



Click on the waffle in the top right corner



Click on the 'Meet' icon and the following screen will appear (the background design does change).

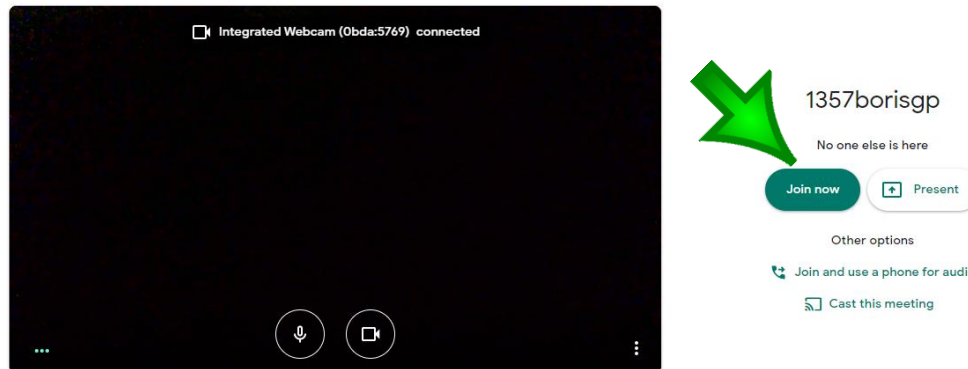


Click on 'Join or start a meeting'.

Enter the meeting code into the box and click 'Continue'. This will allow you to access the meeting.

A screenshot of the 'Join or start a meeting' dialog box. It has a title bar with a close button (X). The text inside says 'Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.' Below this is a text input field. At the bottom, there is a link that says 'Learn how to schedule a meeting' and a dark green button with the text 'Continue'. A large green arrow points to the 'Continue' button.

When the next screen loads, you may need to click 'allow' on two pop-ups (top left of your screen) so that Google Meet can access your microphone and camera. There may also be a larger pop-up in the middle of the screen explaining this. You will need to click dismiss on the larger pop-up. You should then have the following screen and be able to join the meeting.



Your class teacher may or may not be in the meeting already.

If you receive an error message and are unable to join the meeting, please refresh the page and try again. It may be an issue with the microphone and camera 'allow' permissions.

After your third time of trying, call the office and they will support you over the phone.

Virtual Meeting Access Information

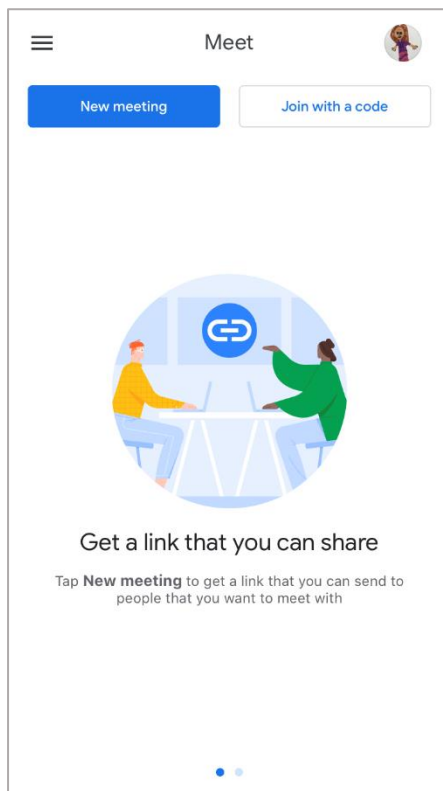
Use this sheet to help you access your parent / carer meeting on a phone or tablet.

You will have been given a time and a code to access the meeting.

Download the Google Meet App from your App store.

Log into your child's Google Account. You **must** be logged in as your child to be able to join the school meeting.

You should then see this screen.



On this screen, click on 'Join with a code'.

Enter the meeting code into the box and click 'Continue'. This will allow you to access the meeting.

Click on 'Join' to enter the meeting. Your class teacher may or may not be in the meeting already.

