



# Students: How to Join a Google Meet – v01



## Who can join Google Meet sessions?

- People in your organization who are **signed in to their G Suite account**.
- People outside of your organization **who are invited and have a Google Account**.
- People outside of your organization who are invited **during the meeting** by a participant

## Technical requirements for Students

A video meeting is a meeting with vision and sound over the internet.

### INTERNET

- You do need a proper internet connection. If you use your phone or tablet, make sure it is connected to your wifi and sit as close as possible to your WiFi Unit for a strong signal. ( or cable connect )
- Do NOT stream videos ( Netflix ) at the same time as you need your internet bandwidth
- Advised browser to use is the Google Chrome browser, free to download

### QUIET

- Attend the meeting in a quiet place, your microphone will pick up noises from your environment

### LIGHT

- Switch a few lights ON so your face is not in the dark. Every camera works better with proper light

Equipment	Notes 1	Notes 2
Laptop	Ready to 😊	No need for a google account
Desktop & webcam	Webcam with mic is optional but preferred	No need for a Google account If you don't have a webcam, you can see and hear, but nobody can see or hear you. You communicate using the Chat room
<b>Tablet ( iPad / Android )</b>	<b>You need to install an app</b>	<b>You need a Google Account</b> <b>You need to be able to go to your app store, you need your shop ID and password</b>
<b>Phone ( iPhone / Android )</b>	<b>You need to install an app</b>	<b>You need a Google Account</b> <b>You need to be able to go to your app store, you need your shop ID and password</b>

## STEP 1: Teacher or Host will create the video meeting

### Teacher or Host Inviting Participants:

- a. Participants with an email address  
An invite will be sent out to participants with Google emails as well as non-Google emails  
Participants with a google account will receive the invite in their Google calendar
- b. Participants with only a mobile phone  
Manually Teacher or Host will SMS text the invitation code to these participants



## Participants joining a video meeting



### **STEP 2: Students / Participants joining a video meeting**

Participant will have received an invite either per email, calendar or SMS text

**There are slight differences in Joining between Computer, Android device and Apple device**

#### **Join using a Computer**

##### **From a Calendar event**

If you have a Gmail account, open your calendar and click on the event

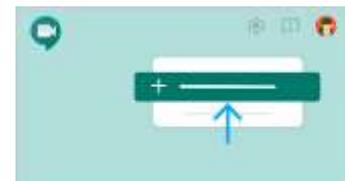


##### **From an email**

If you don't have a Gmail account, open your email and click on the "meet.google.com/..." link



Or open a browser ( Google Chrome ) and on the top ( = address bar ) type in or paste the URL link and press [enter]



##### **Join the meeting**

#### **Join using an Android Tablet or Phone**

Android devices already have a Google Account to activate the Phone and are able to go to the Android App shop to download the Meet App Having a Google Account, meaning (most) Android users will receive the Meet invite in their Google Calendar ( = pre-installed on the phone )



##### **From a Calendar event**

1. In the Calendar app, open the event
2. Tap **Join video call**

##### **From the Meet App**

1. Open the Google Meet app.
2. Swipe up from the bottom to view your scheduled meetings.
3. Tap Join, or select a meeting from the list and tap Join meeting.



##### **From a Meet Code**

Every Meet video meeting has a code that you use to join the meeting. The meeting code is a series of characters, such as xxx-yyyy-zzz. You can get the meeting code from the joining information that was sent to you or at the end of the meeting link.

1. Open the Meet app and then tap Meeting code.
2. Enter the meeting code or nickname.
3. Tap Join meeting.





## Participants joining a video meeting



### Join using an Android Tablet or Phone

#### **From a Meet link URL**

Sometimes there isn't enough time to schedule a meeting and book a room. With Meet, you can join an impromptu video meeting by clicking the meeting link URL sent to you in a text or email.

1. Tap the meeting link sent to you via text or email.



### Join using an Apple iPhone or iPad

If you join a video meet for the first time, you need to install the Meet App. You need to be able to go to the App store, know your Apple ID and Password!

**ON A MOBILE DEVICE, the EASIEST way is to have a Google account. If you don't have one, you can create one for free** <https://support.google.com/accounts/answer/27441?hl=en>

You only need to have your Google Account ( and password ) to be able to sign in in the meet app. You don't have to use the Gmail if you don't want to

In Meet, you can join a video meeting using the Meet app, or you can enter a meeting code.

**You can use the Meet app with any Google account, such as a G Suite account or an @gmail.com account.**

Note: Participants who join after the 5th do not chime and are automatically muted.

#### **Join a video meeting from the Meet app**

1. Open the Google Meet app.
2. Swipe up from the bottom to view your scheduled meetings.
3. Tap Join, or select a meeting from the list and tap Join meeting.



#### **From a Meet link URL**

Sometimes there isn't enough time to schedule a meeting and book a room. With Meet, you can join an impromptu video meeting by clicking the meeting link URL sent to you in a text or email.

1. Tap the meeting link sent to you via text or email.
2. Follow the onscreen prompts to join.



For more information visit [www.teleworker.net.au](http://www.teleworker.net.au)

Follow the links of "on-line training"