

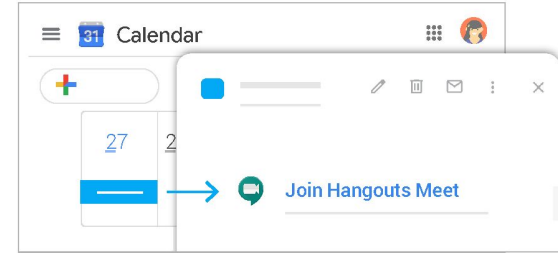


# Guidance For Families: How to Join a Google Meet

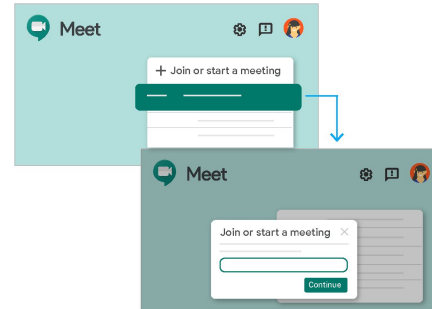
After receiving a scheduled video meeting invite from school staff - OT/PT/SP or teacher(s)

# There are 2 ways to Join the Meeting:

1. From Google Calendar: In [Calendar](#), click the event you want to join.




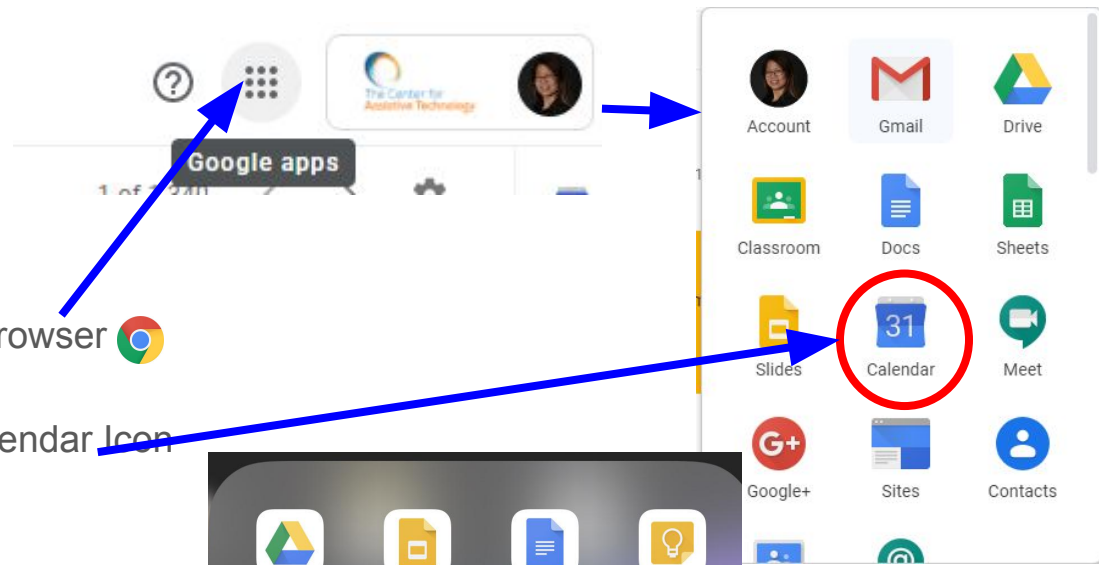
2. From Google Meet: In [Meet](#), join a scheduled meeting or use a meeting code.



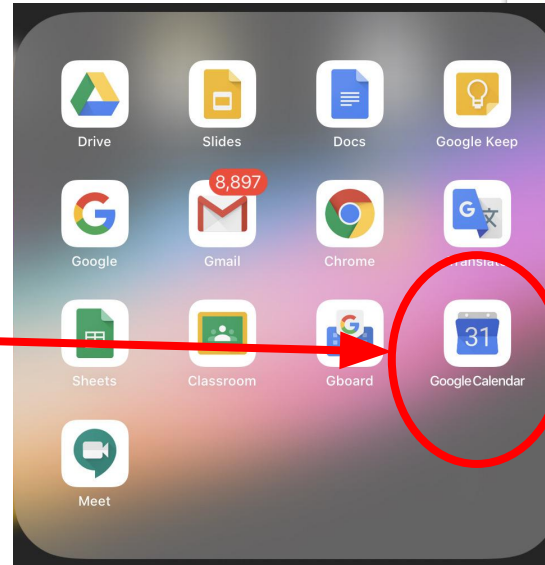
**\*\*\* Before you start: Be sure your mic and camera is turned-on in your device. Please position your device on a stable surface, where you are visible for camera and can be hands free.**

# Google Calendar

- Turn on/log into your device
- If using a PC or Mac, from Chrome Browser  click on waffle for Google Apps.
- Please click or tap on the Google Calendar Icon to open
- If using an iPad, find Google Calendar on your device.
- Please click or tap on the Google Calendar Icon to open



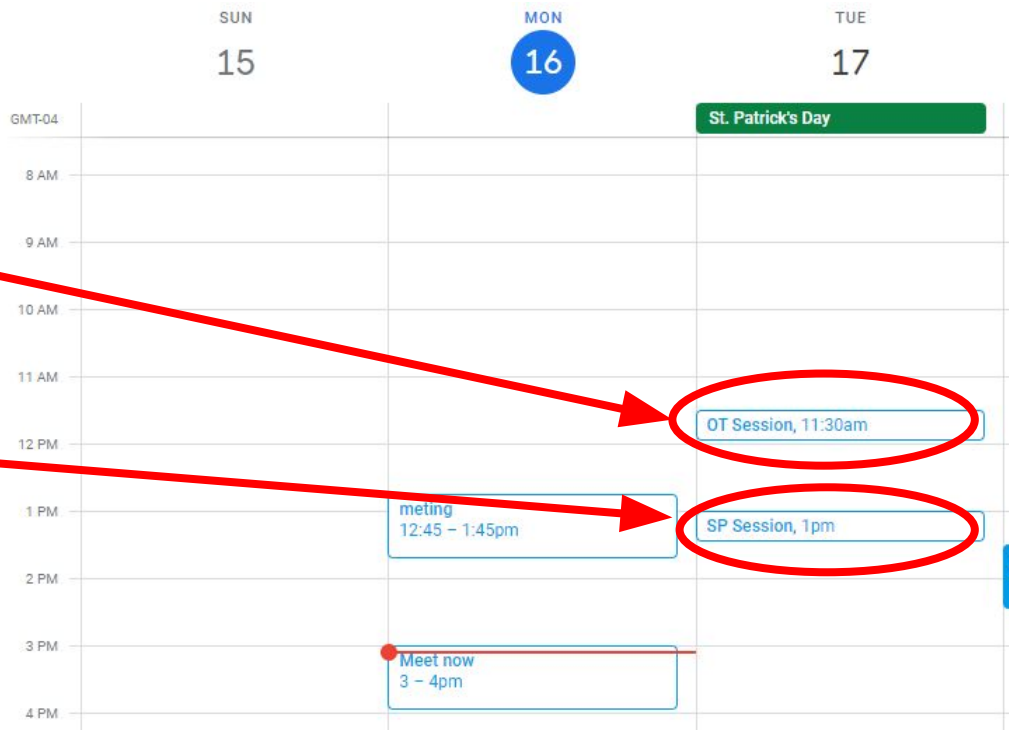
on Chrome  
Browser on  
PC or Mac



on an iPad/ ios

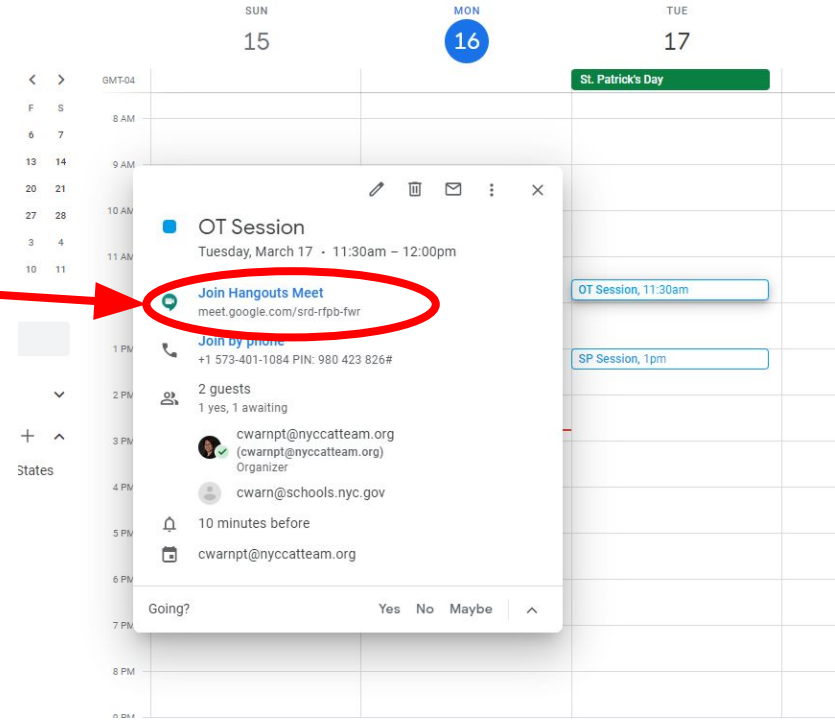
# Join Google Meet from Google Calendar

- Go to your Google Calendar to view your schedule
- In this example there is an OT session scheduled for 3/17/2020 at 11:30AM and a Speech Session scheduled for 3/17/2020 at 1pm.
- When you are ready to join the OT session, click on the OT session.



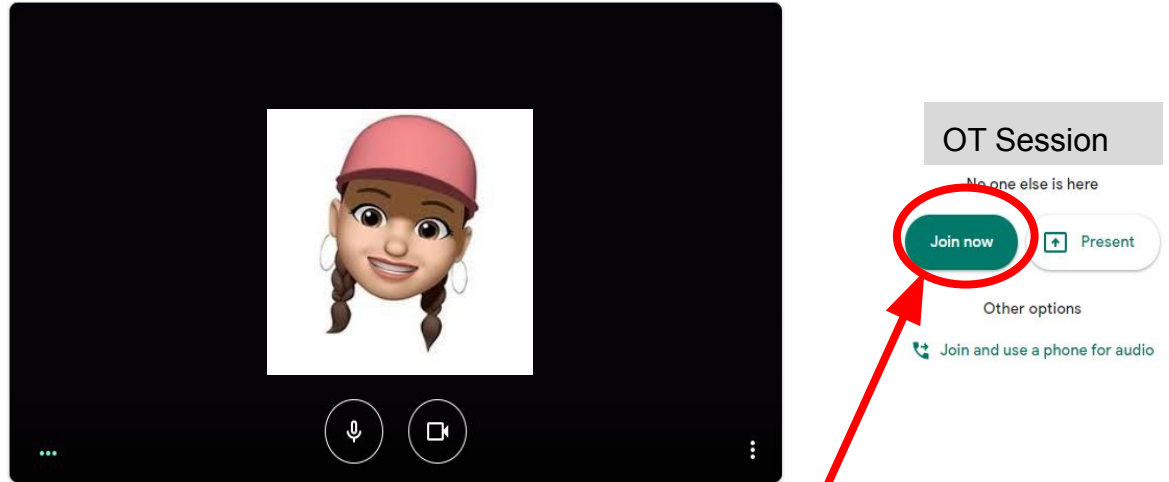
# Join Google Meet from Google Calendar

- After clicking on the OT Session, this screen pops up.
- To start the session, click on “Join Hangouts Meet”
- A message window may pop up asking: “Allow google to access your camera and microphone” - **Click Always**



# Join Google Meet from Google Calendar

- This screen will pop up and will allow you to see yourself.
- Take the time check positioning of camera for optimal viewing and participation in your therapy session.
- When ready, click “Join now”

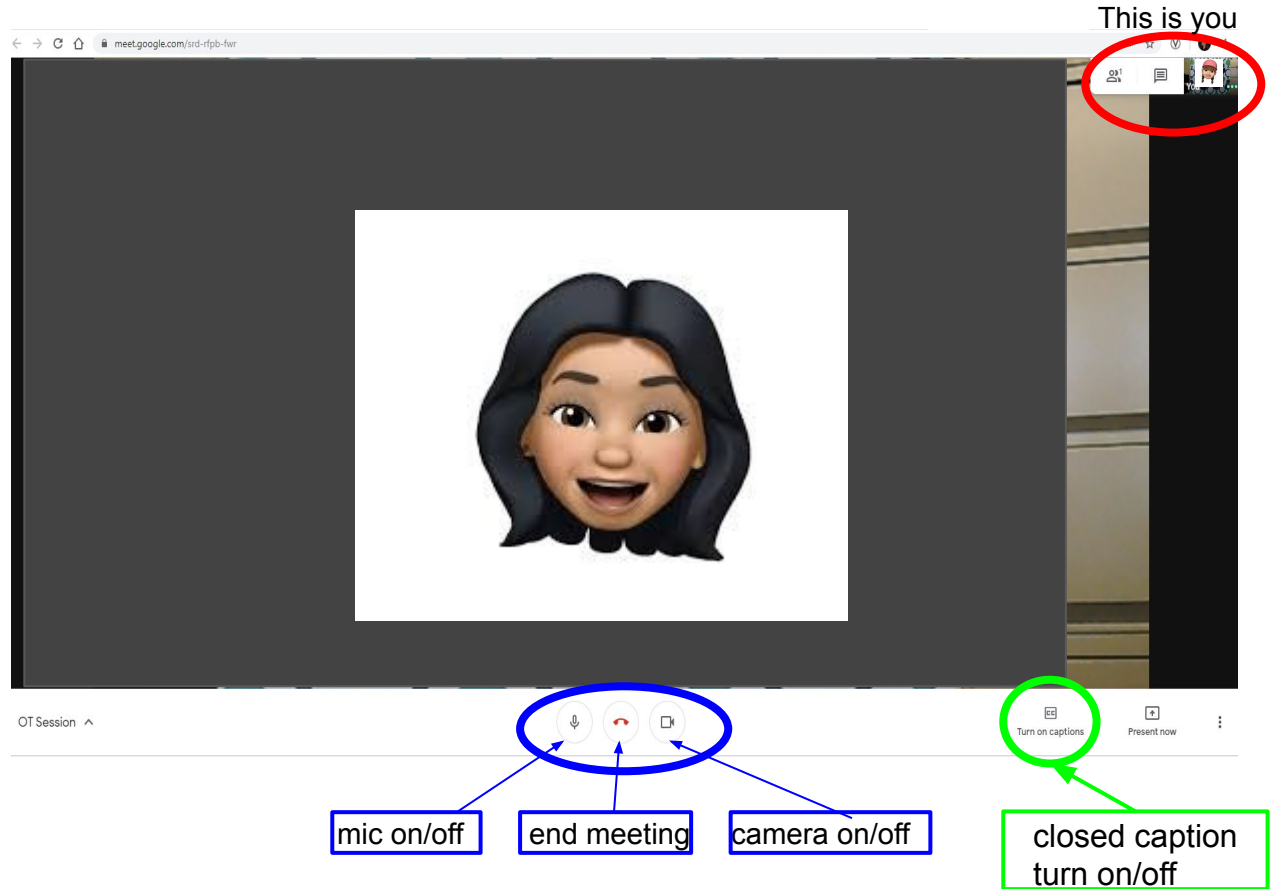


# Join Google Meet from Google Calendar

- Here is the screen when you are actively in the meeting. The center screen would be the therapist.
- You can see yourself in top right corner. (circled in red)
- There are 3 buttons under screen -

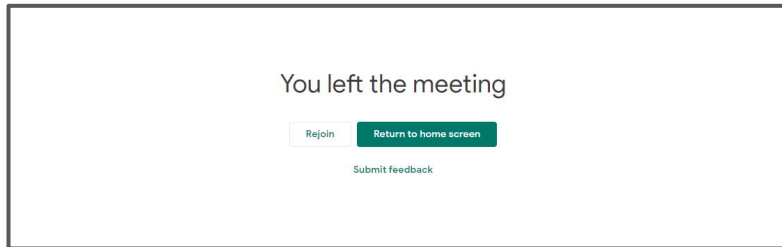
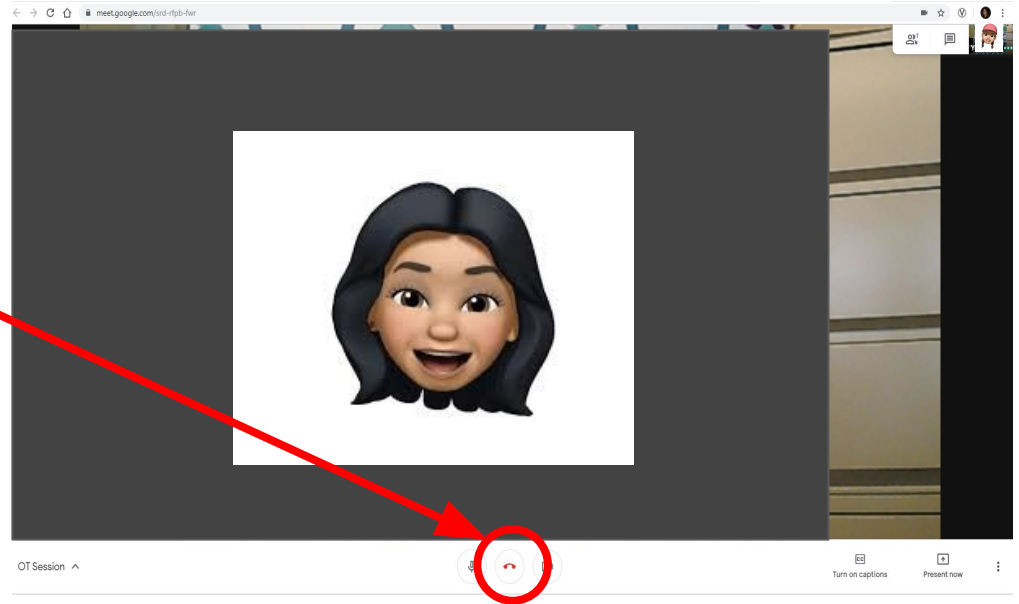


- You can also turn on Closed Captions by clicking on Turn on Captions Button




# Join Google Meet from Google Calendar

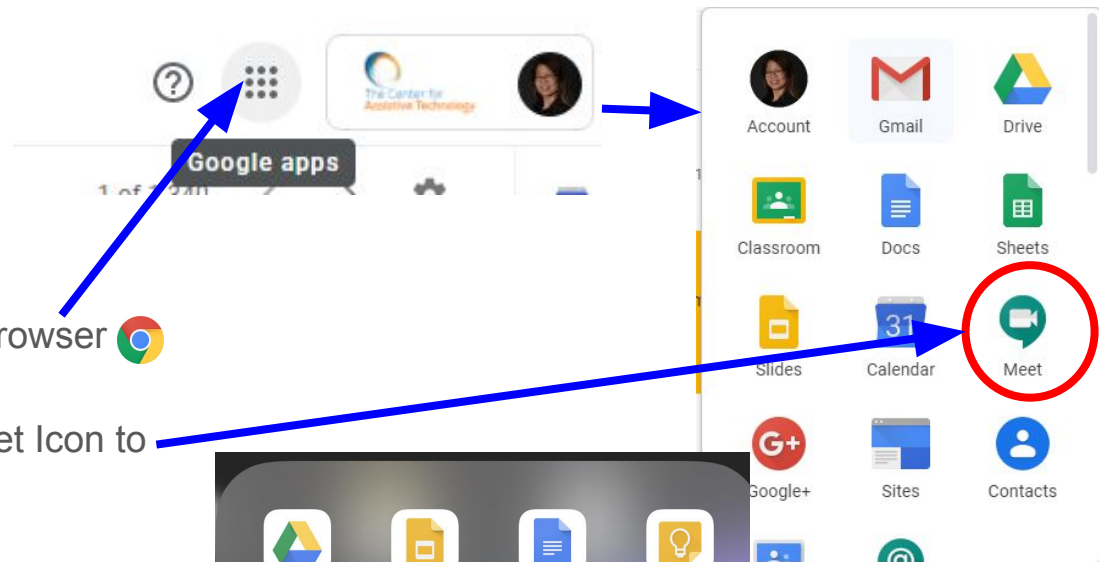
- When the therapy session is over, click on the hang up button to end the meeting.
- Below is the screen you will see:





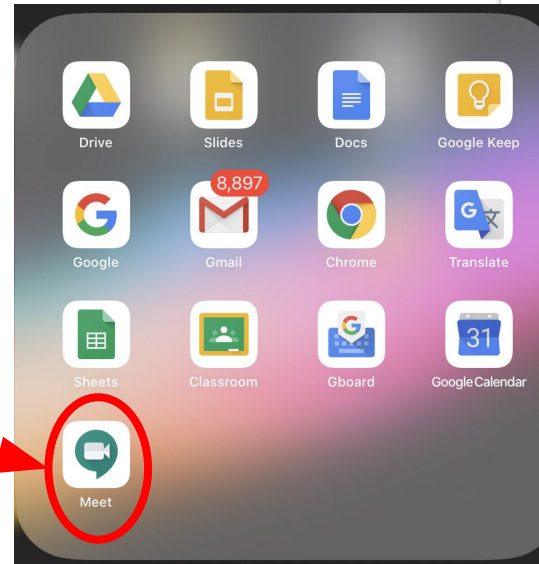
# Google Meet

- Turn on/log into your device
- If using a PC or Mac, from Chrome Browser  click on waffle for Google Apps.
- Please click or tap on the Google Meet Icon to open



on Chrome  
Browser on  
PC or Mac

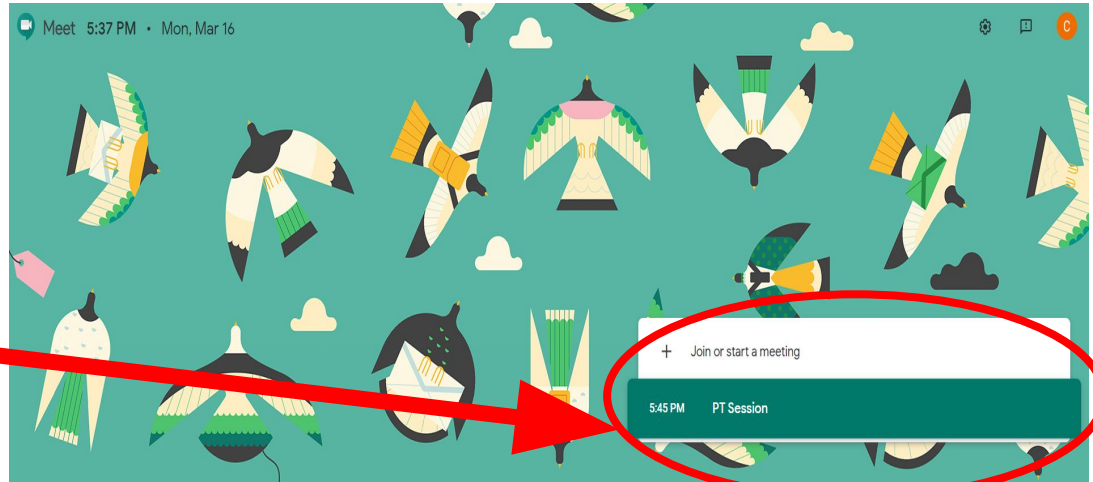
- If using an iPad, find Google Meet on your device.
- Please click or tap on the Google Meet Icon to open



on an iPad/ ios

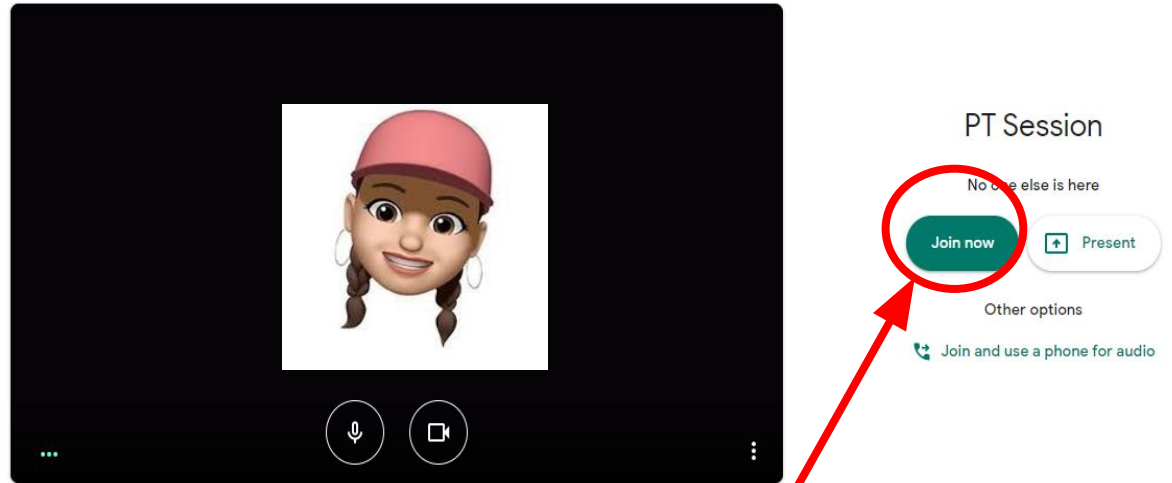
# Join Google Meet from Google Meet

- In Google Meet, you will see your upcoming appointments for the day.
- For this example, we have a PT session at 5:45PM.
- When ready to join or start the session, click on the appointment



# Join Google Meet from Google Meet

- This screen will pop up and will allow you to see yourself.
- Take the time check positioning of camera for optimal viewing and participation in your therapy session.
- When ready, click “Join now”

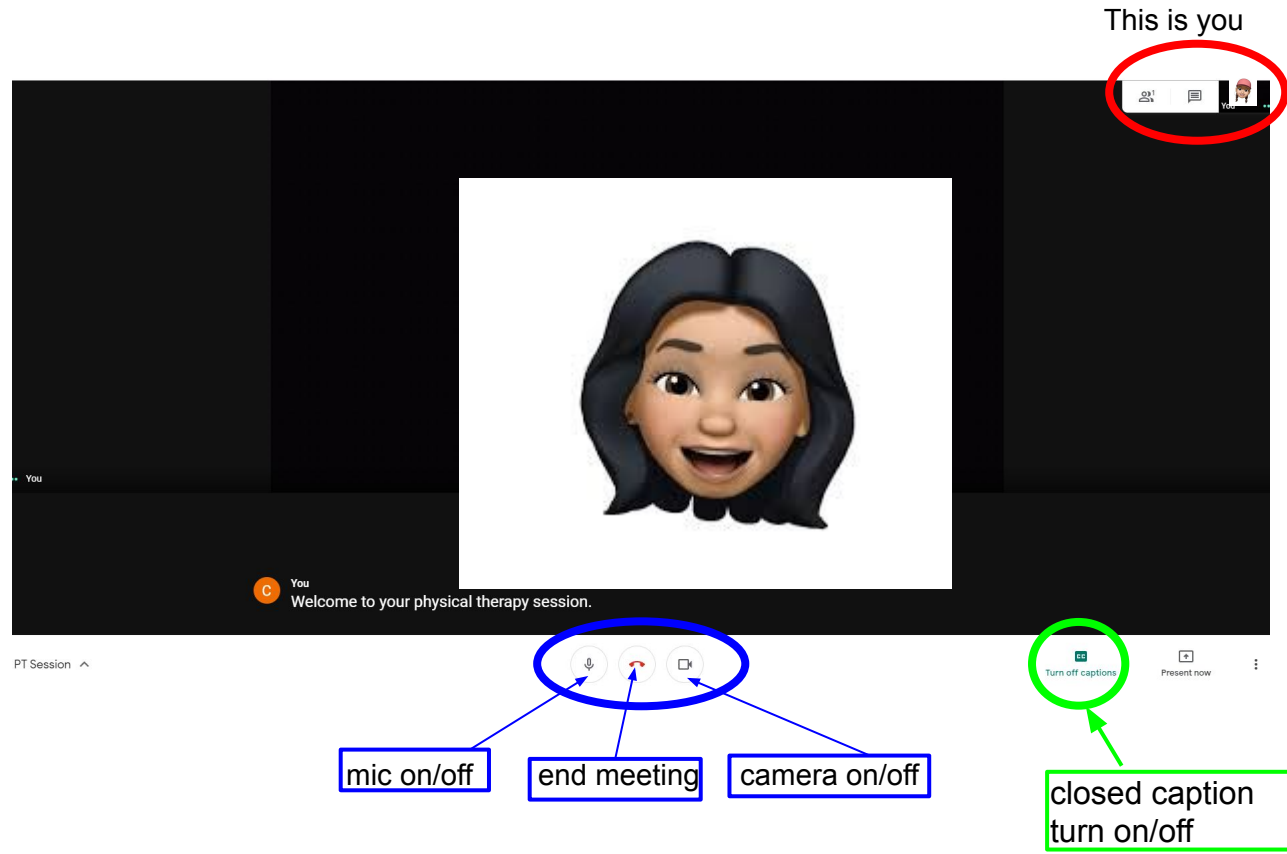


# Join Google Meet from Google Meet

- Here is a snip of the screen when you are actively in the meeting. The center screen would be the therapist.
- You can see yourself in top right corner. (circled in red)
- There are 3 buttons under screen -

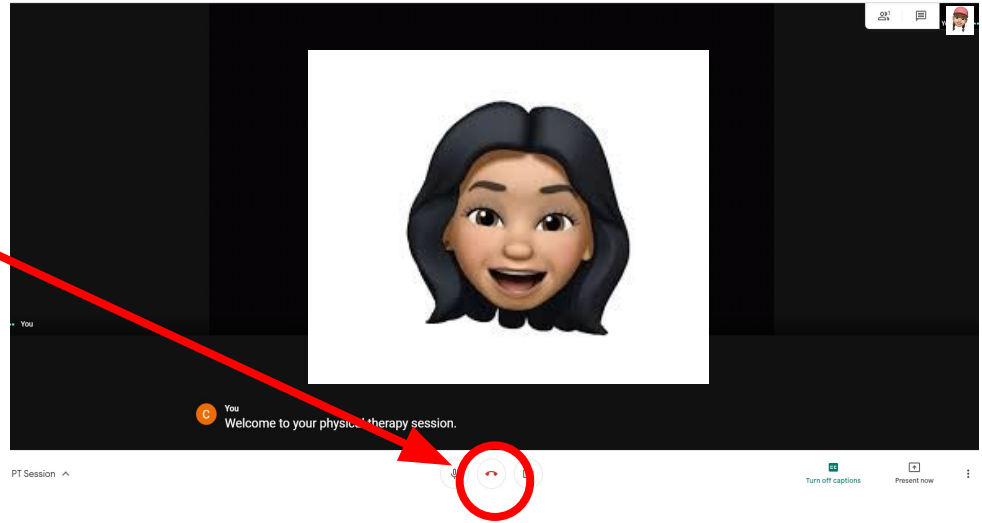
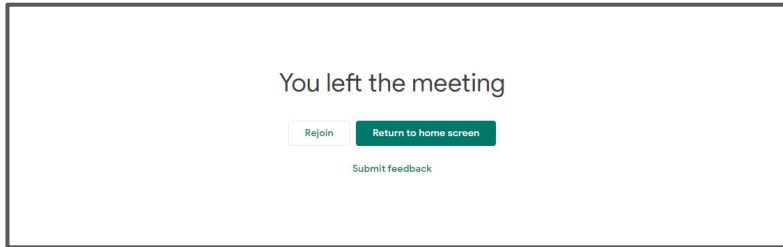


- You can also turn on Closed Captions by clicking on Turn on Captions Button



# Join Google Meet from Google Calendar

- When the therapy session is over, click on the hang up button to end the meeting.
- Below is the screen you will see:



## Additional Resources:

- Google: [Join a video meeting](#)
- Video from G-Suite Show: [How to Use Hangouts Meet](#) (you can stop watching video at 3:07)
- Video: [Parent Teacher Conferences Google Meets](#)