
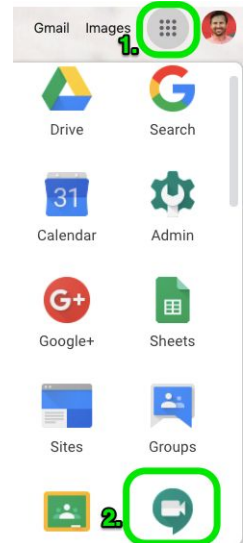


[Procedures for Staff](#)  
[Procedures for Students/Parents](#)

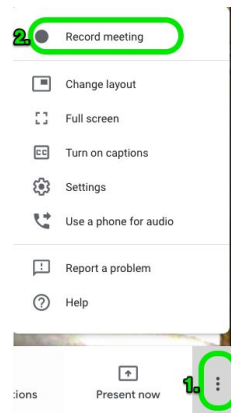
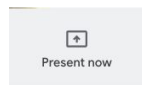
**Before the Meeting**

- 1) Go to [meet.google.com](https://meet.google.com) or click on the app from the app switcher
- 2) Click “  and give it a code. For example, my code was MrT
- 3) Have students Join your Meet in one of three ways:
  - a) Tell students to go to [meet.google.com](https://meet.google.com) and enter the meeting code you created OR
  - b) Use this short link [g.co/meet/nickname](https://g.co/meet/nickname) to join. For example - [g.co/meet/mrt](https://g.co/meet/mrt) to have them join. Option B has the code built-in
  - c) For iPads (or phones) - launch the Meet app and enter join code



**During the Meeting**

- A) Screenshare -
- B) Record -
- C) Chat -



Here's a video of [how to use Hangouts Meet from the Teacher and Student View](#)

