

Meeting Protocol



We are very much looking forward to welcoming you into our
St Aloysius' College Open Evening
on Thursday 1st October 2020

To help us to ensure that this meeting is of benefit to all attending, we would ask that you follow the following meeting protocols:

1. Please read the 'Accessing the Meeting' information on the next page thoroughly ahead of the event so you are aware of how long it may take you to log on and can plan for this.
2. On the day, try to log in to the meeting 15 minutes before it is scheduled to begin so that you have a chance to fix any technical issues that you might encounter.
3. Keep your microphone on mute throughout the presentation to minimise background noise
4. Use the 'Chat' facility to type any questions you wish to ask. These will be answered at the end. If you're using a laptop or computer this will be in the top righthand corner of your screen. If you are using a phone this will be in the middle of your screen.
5. If you are asking questions, try to keep them general. Questions that are particular to your child should be privately communicated to the school.



Accessing the Meeting



The link and code to access our Virtual Open Evening 2020 has been sent to you via email. If you have registered but not received this email and link please first check your 'junk' mailbox, if still unsuccessful please email news@sta.islington.sch.uk

If you have access to a laptop or computer:

[Estimated time: 3 minutes]

1. Click on the 'Meeting Link' emailed to you
2. Enter your name/Sons name and click 'Ask to join'

If you will be using a phone or tablet device:



First, please download the free GoogleMeets app from your device's relevant App Store (e.g. Apple App Store, Google Play Store, etc).

Option 1: Only if you have a Google Account (gmail, Google Drive, etc)

[Estimated time: 7 minutes]

1. Once the Google Meet app has downloaded open the app.
2. Click 'Sign in'
3. Enter your email address for your Google Account and click 'Next'
4. Enter your password for your Google Account and click 'Next'
5. Now return to the email inviting you to Virtual Open Evening and click on the meeting link
6. You will be directed to the GoogleMeet app. Click 'Ask to join'

Option 2: If you do not have a current Google Account you will need to create one

[Estimated time: 20 minutes]

You can do this using your own current email address.

1. Follow this link to the [Google Account Creation](#) page:
2. Click 'Use my current email address instead' and follow all instructions on screen to register your Google Account (*If you need further assistance completing these steps we have an additional page called 'Creating a Google Account' with more detailed guidance*)
3. Once you have completed these steps, return to the email inviting you to Virtual Open Evening and click on the 'Meeting Link' we sent to you.
4. You will be directed to the GoogleMeets app you have already downloaded. Click 'Sign in' and enter the details you have just registered (email address and password).
5. Click 'Ask to join'