Accessing the Meeting



Using a Laptop or Computer

- 1. Go to <u>www.google.co.uk/drive</u>
- 2. Click 'Go to Drive'



 Enter the email address provided to you and click 'Next'. Example email: surname.a@sta.Islington.sch.uk



 Enter the password provided to you and click 'Next'



5. Click on the **nine dots in the top right hand corner**, highlighted in image



5. Click on the Calendar icon



6. Use the calendar along the left hand side to select the correct date for your meeting. Click on the meeting block.

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7. Click 'Join with Google Meet'



8. Click 'Join Now'



Accessing the Meeting



Using a Mobile or Tablet Device

 Download the free GoogleMeet app from your your device's relevant App Store (e.g. Apple App Store, Google Play Store, etc)



2. Once downloaded, click 'Sign in'



3. Enter the email address provided to you and click 'Next'. Example email: <u>surname.a@sta.lslington.sch.uk</u>



4. Enter the password provided to you and click 'Next'.

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5. You will see the name of the meeting. Click on the event.



6. Click 'Join'

