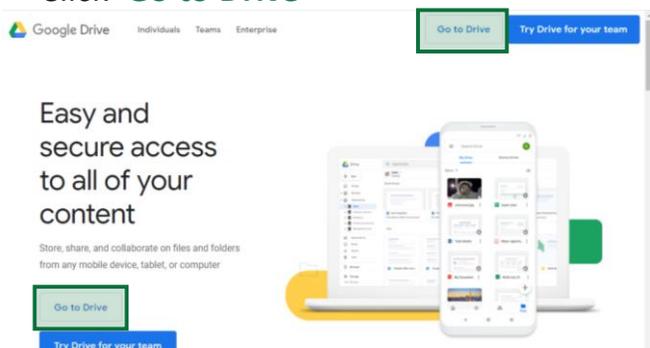# Accessing the Meeting
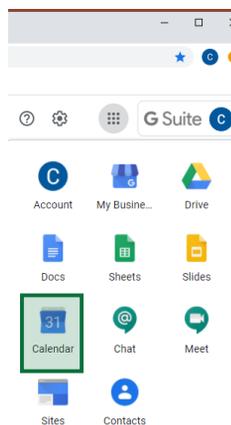
Using a Laptop or Computer

1. Go to www.google.co.uk/drive

2. Click '**Go to Drive**'

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

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

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

Nine dots icon looks like this
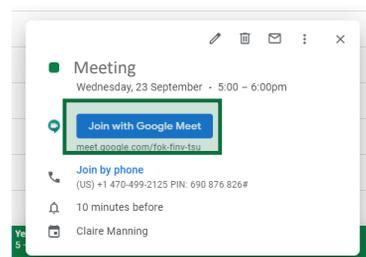
5. **Click on the Calendar icon**

Calendar icon looks like this
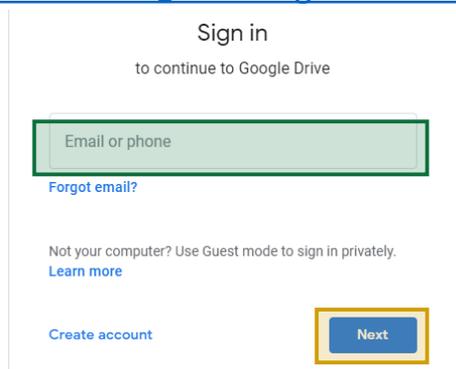
6. **Use the calendar along the left hand side to select the correct date for your meeting. Click on the meeting block.**

This is the meeting block
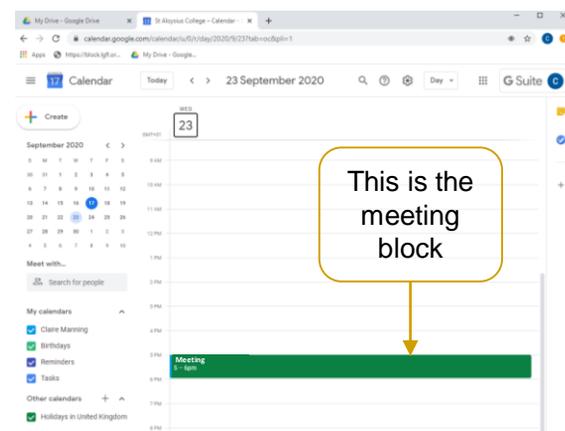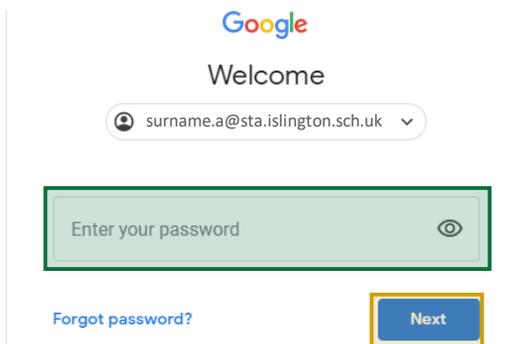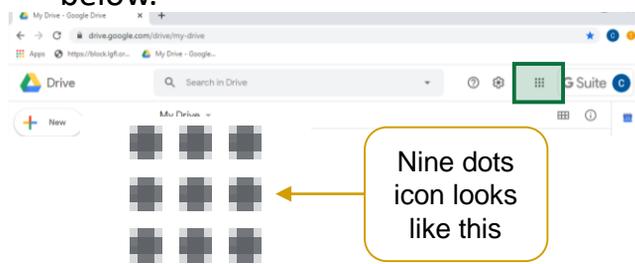
7. **Click '**Join with Google Meet**'**

8. **Click '**Join Now**'**
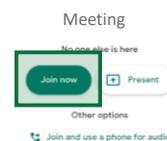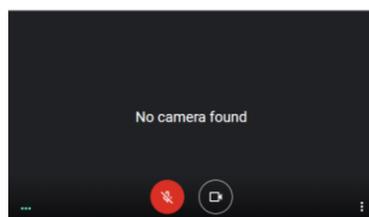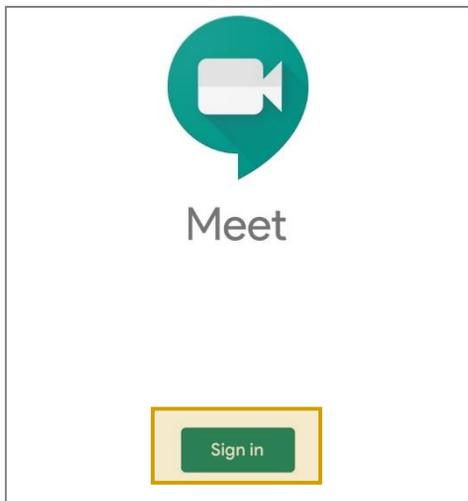
Accessing the Meeting
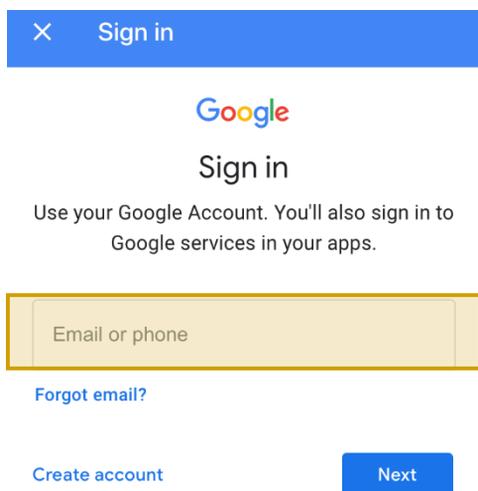
Using a Mobile or Tablet Device

1. **Download the free GoogleMeet app from your your device's relevant App Store (e.g. Apple App Store, Google Play Store, etc)**
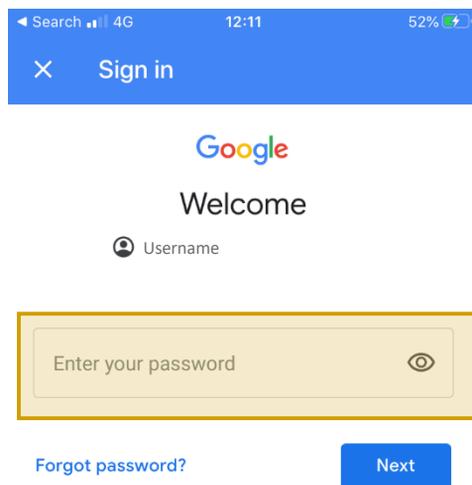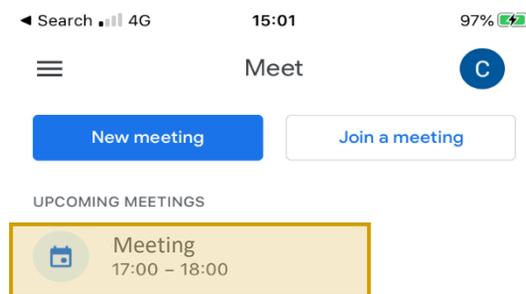
2. **Once downloaded, click 'Sign in'**

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

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

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

6. **Click 'Join'**