

Accessing the Meeting



The link to access the meeting/event will have been sent to you via email. If you have not received this email and link please first check your 'junk' mailbox, if still unsuccessful please contact the organiser of your meeting or email sixthform@sta.islington.sch.uk

If you have access to a laptop or computer:

[Estimated time: 3 minutes]

1. Click on the link emailed to you
2. Enter your 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 the meeting/event 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:
<https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp>
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 please contact sixthform@sta.islington.sch.uk)
3. Once you have completed these steps, return to the email inviting you to meeting/event 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'