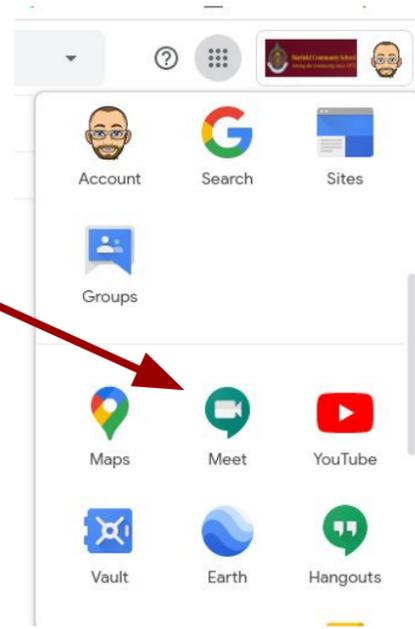


How to use Google Meet

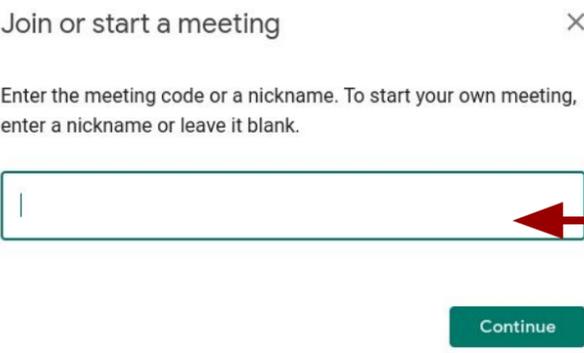
1. Go to the Dock at the top right of your screen, and scroll down until you see the Meet Icon



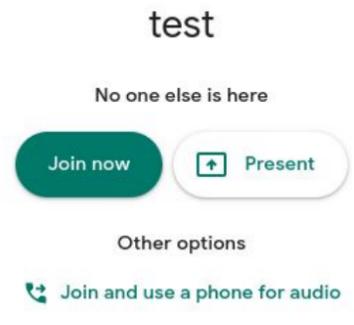
2. That brings you to the opening page of Meet



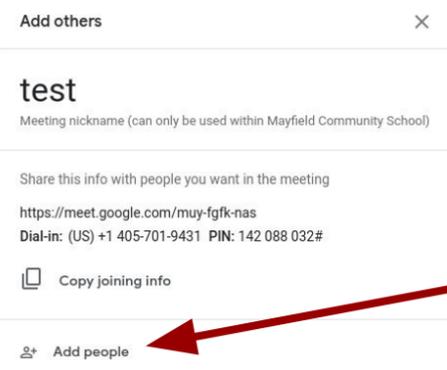
3. To go straight to meeting people, click on 'Join or start a meeting'



4. That opens a small window. Give the meeting a name, and click 'Continue'



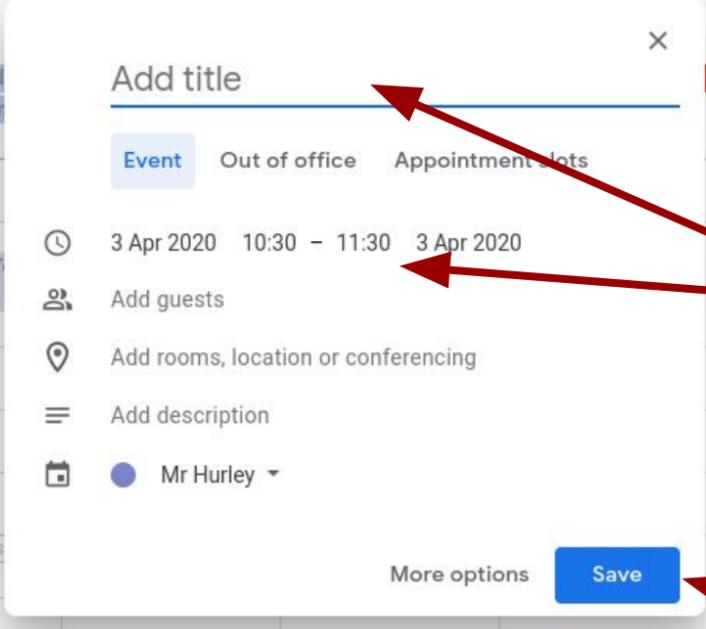
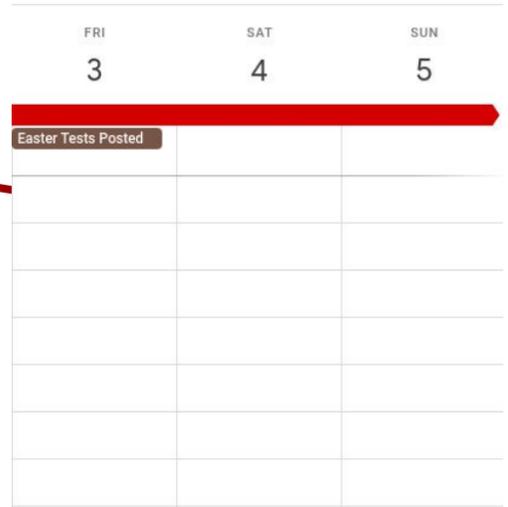
5. Click on the 'Join now' button.



5. In this next window, click on the 'Add people' button at the bottom. Then add the email addresses of those you want to join.



6. To set a meeting in advance, go to Google Calendar, and select a time slot (day and time) when you want the meeting.



7. Give the meeting a title, and set the time.



8. Once you have done that, click on 'Add guests' Type in the email addresses of those you want to meet with.

9. Click on 'Save' when you're done.



10. Finally you will be asked if you want to send an invitation email. It is easiest to click 'Send'.

Each person will receive an email notifying them of the meeting, and can reply to you.

