

Connecting to Google Meet

This is the Guide on how to connect to Google Meet and join your class or to have a one-on-one session with a teacher.

Google Meet is a cloud service similar to skype that can run in a Web Browser. All Year 3 students and above have a meet account. For Year 2 students and under, parents will need to create a Google account and notify the teacher of the email address.

Google Services should run in most browsers, **but it is recommended that you install Google Chrome** as all of the Google services run better on Chrome, this includes both Windows and Mac.

You can download Chrome here <https://www.google.com/chrome/>

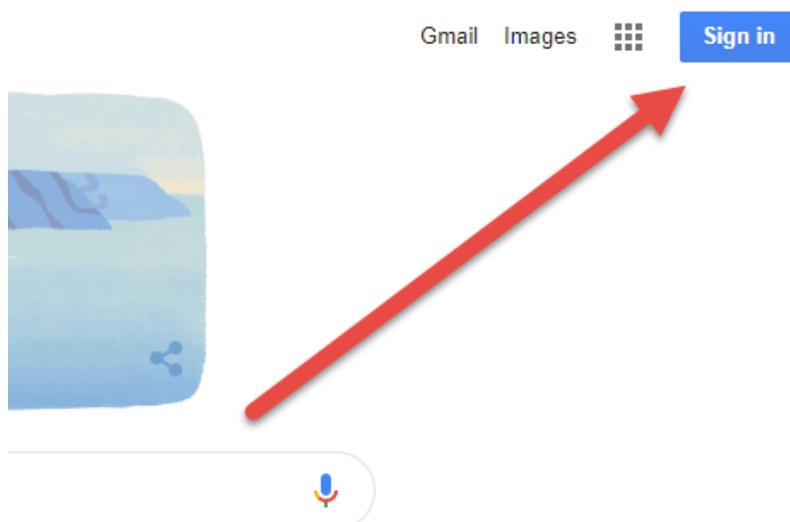
There is also a Google Meet app you can install on any smart device if you don't have a computer you can use.

Steps to use Google Meets:

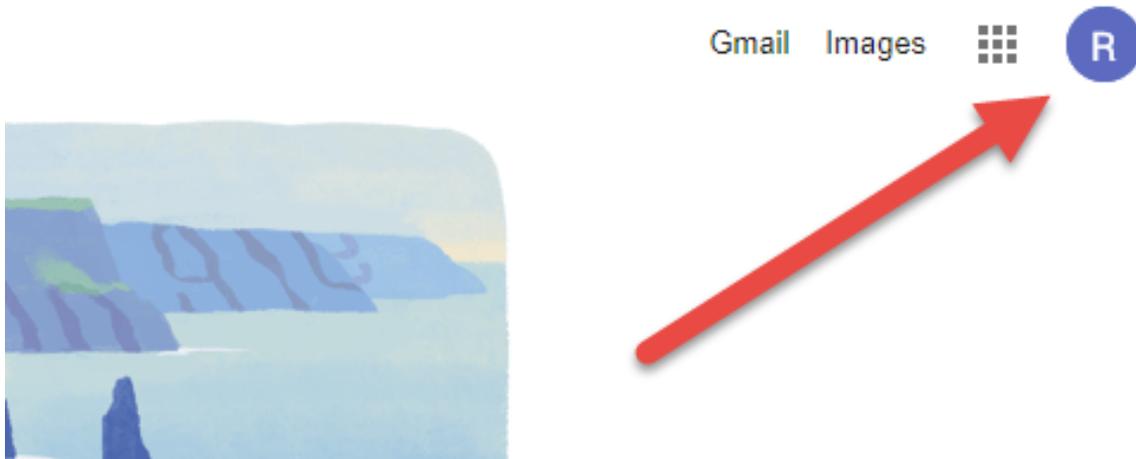
1. Open Chrome and Login with your school email address and password
2. Open your emails and click link sent to you from your teacher

Open Chrome

In the top right corner, you will see a button that allows you to log in, log in here with your school email address and password. If you are using a parent account, please log in with those details instead.



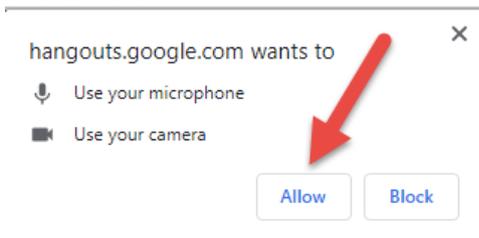
If you are already logged in, or you logged successfully, you will see the first letter of you name in place of the login button.



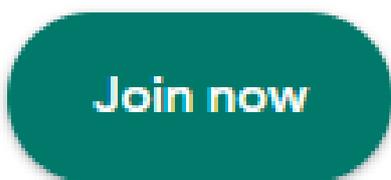
Next you will need to access your emails by going to <https://www.office.com/> and log in with your School email address and password. If using a parent account then you need to access the emails from that account instead.

Look for an email from your teacher and it will contain a link that should take you straight to your Video Confernece. (Please be aware that if Chrome is not your default browser then clicking the link might open it in a different browser. So you can either make Chrome default or copy paste the link into Chrome.)

Once you start your Google Meet session you will need to allow Chrome to access your Microphone and Camera



You should now see yourself in a camera feed, just press the “Join now” button



It is recommended that you mute your microphone if you are not actively speaking

For technical support on this please email it@mms.vic.edu.au