

Google Meet

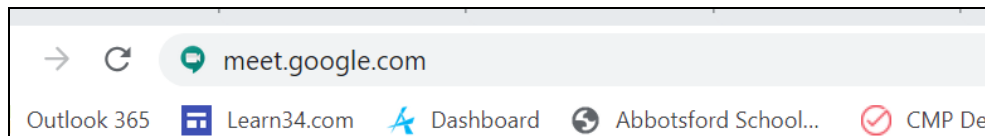
A Quick Guide for Parent-Teacher Interviews



Google Meet is a video conferencing platform that the Abbotsford School District is encouraging our staff to use when needing to perform a face-to-face contact with our students or parents. It is designed to be used in Education and is part of the Google Suite licensing that the district has arranged with Google. For parent teacher interviews, it is best to log into Chrome with your own personal account rather than a learn34 email. The waiting room feature will work best this way.

Here are a couple of tips and hints that will allow you to use Google Meet successfully.

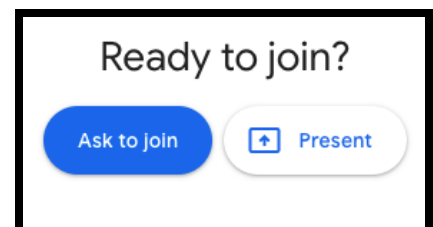
- 1) Google Meet is free and easily accessed on a computer or tablet (iPad or Android tablets) by entering meet.google.com in the url address bar at the top of the web browser.



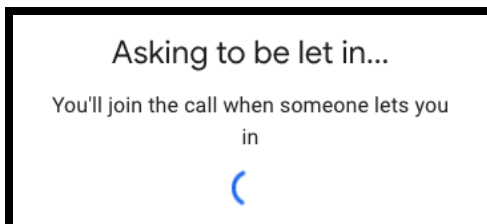
- 2) Google Meet is designed to work best in a Chrome web browser, but will work on other browsers as well.
- 3) Google Meet also works on a smartphone, but you will need to add the app from the App Store (iPhones) or the Google Play Store (Android phones). Once you add the app, you will need to register with a gmail account. If you don't have a gmail account, it is easy to set one up [here](#).

The link code for your parent-teacher interviews may have been sent to you directly by the teacher or may be posted on a school website or even in a Google Classroom or Seesaw classroom. Please click on a direct link or copy the link. Please wait to be admitted as the teacher may be finishing up a previous appointment with another parent.

Click on the link at the appointed time. Select "Ask to Join"



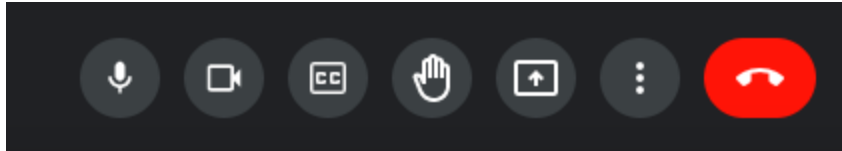
You will be entered into a Waiting Room. A message will show



that you are Asking to be let in. Once the teacher Admits you, you will see them on the screen. Make sure you have enabled your camera and microphone.

Once in the Meet, you will have various control options.

Please click the video camera to turn your camera on. Click on the Microphone icon to turn on your microphone. You may also see a pop-up message, "Allow Camera and Microphone". Please ALLOW.



Ending a Google Meet event

Once your Meet conversation is finished, the initiator of the event will ask you to hang up. Simply click in the screen for the command bar to open in the bottom click on the red phone icon and "Leave Call". If you don't see that, the initiator can also dismiss you from the call.

