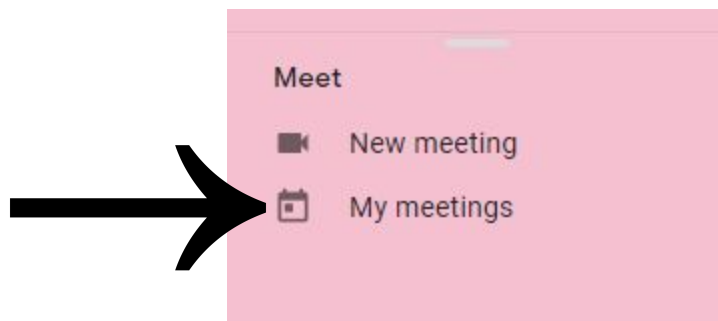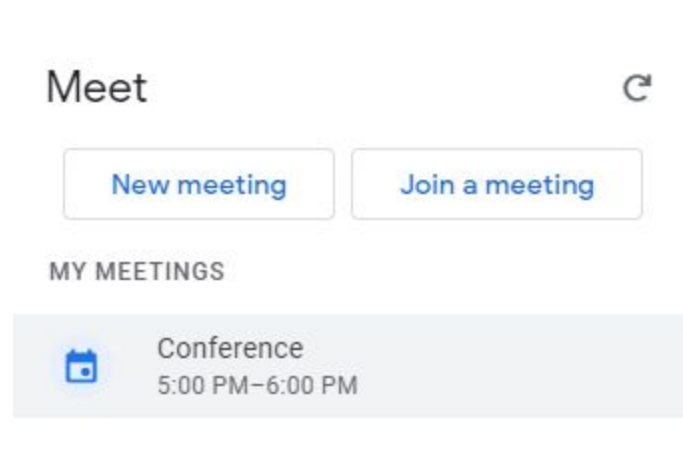**How to Join a Google Meet for Conferences**

This year conferences will be held using the Google Meet platform. You need to know your child's Google Account (email and password) to access the Meet link. Remember, their Google email ends with: @share.epsb.ca as they are student accounts. Please use the following steps to join the Google Meet.
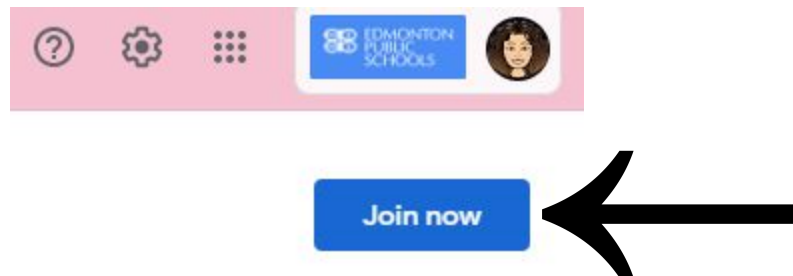
1. Go to Gmail.com

2. Log in to your child's Gmail account, using their school Google Account email and password.

3. Look on the left hand side of the webpage. There should be a section called "Meet" in the bottom left hand corner.

4. Click on "My meetings" to view upcoming Meets for that particular day. You will only see the Meet on the day it is scheduled to happen. If your Meet is for Tuesday, it will only appear in this tab on Tuesday.

5. Look to the <u>top right hand corner</u> of the webpage. There will be a blue "join" button. Press this button to join the Meet. Please be patient as I have back-to-back Meets and it will take me a moment to log in to the next Meet.

   a. If you are joining with a different email address (not your child's) then you will need to be "approved" by me to join the Meet. I am unable to offer support on how to join Meets with accounts that are not your child's.

6. After clicking "join", you will be taken to another tab. This is where the Meet will be taking place. Please ensure your microphone and webcam are turned on. This is the default setting for joining a Meet.

7. Click "Join Now" when it is our conference time. I will join after exiting my previous Meet. I look forward to seeing you!