

Google Hangouts Meet

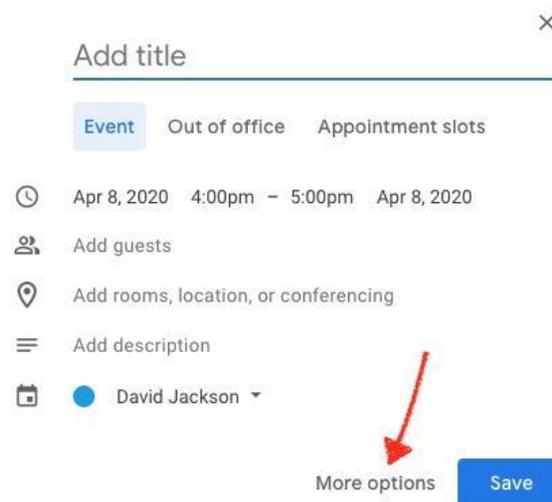
A resource available to staff that can facilitate online video conferencing. This option can be used by teachers for video conferencing with students **from the family's personal device at home**. This option may or may not be accessible by students using their school-issued Chromebook or School Google account (K-12).

The Learning Management System (LMS) used by your district may have Conferences for video conferencing with students.

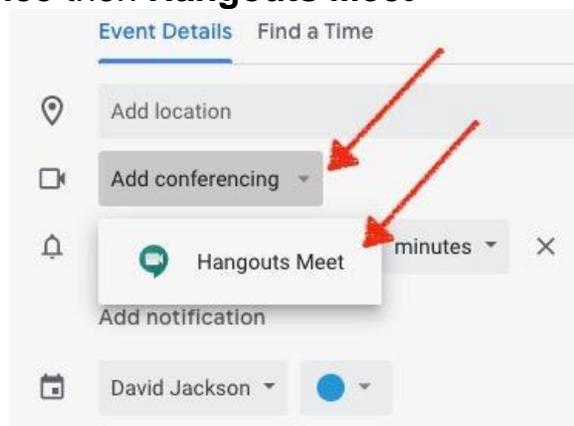
Start a Meeting

The easiest way to start a meeting is by creating a Calendar event:

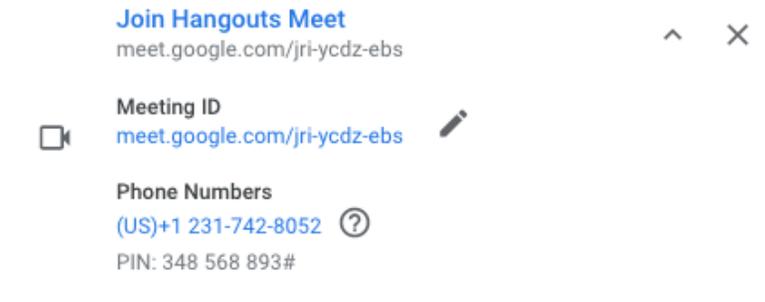
1. Go to [Google Calendar](#) and create an event. Click **More Options**



2. Click **Add Conference** then **Hangouts Meet**



3. Once you add the conferencing, a link will be generated for the event.



Once you start the meeting, parents can join the conference. Copy/paste the link from your Calendar event into an email for parents.

Join a Meeting (for parents)

Please note, students cannot join Hangouts with their accounts. A parent will need to join for the student. A Google account is not required, see below for options to join a meeting.

Computer

1. Click the meeting link sent to you in an email.
2. Follow the onscreen prompts to join the meeting.
 - Note: If parents do not have a Google account, they will need to be approved when they join.

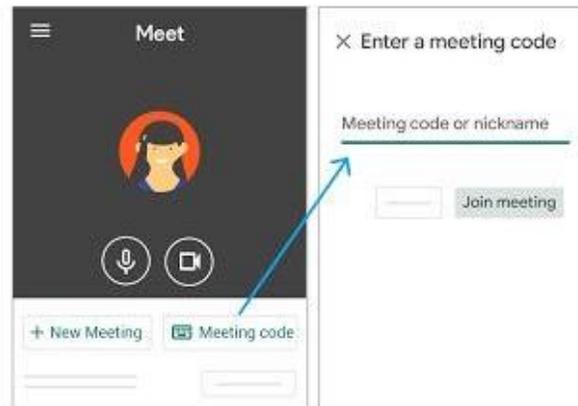
Android/iPhone - Hangouts Meet by Google app required

Every Meet video meeting has a code that you can use to join the meeting. The meeting code is a series of characters, such as abc-defg-hjk.

1. Open the Hangouts Meet app and then tap Meeting code.
2. Enter the meeting code or nickname.
 - Note: The hyphens in the meeting code are optional.



3. Tap Join meeting.
4. (Optional) Depending on whether you're joining from a different organization or signed in to a G Suite account, choose an option:
 - Select Ask to Join.
 - Enter your name and tap Ask to Join.



By Phone (audio only)

You can dial-in during the scheduled meeting time using one of the following methods:

1. Enter the phone number that's in the Google Calendar event or meeting invitation.
2. Then, enter the PIN and #.

Thank you to Sarah Margeson from the Tippecanoe School Corporation for sharing her work. Slight modifications have been made to her original work.

