

how to

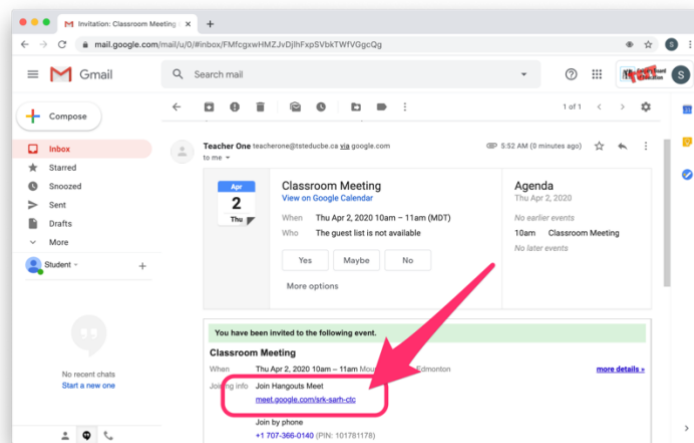
How to Access a Google Meet Video Chat



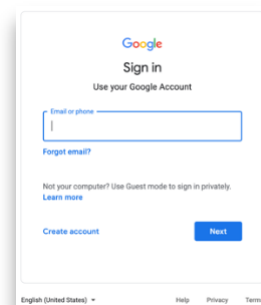
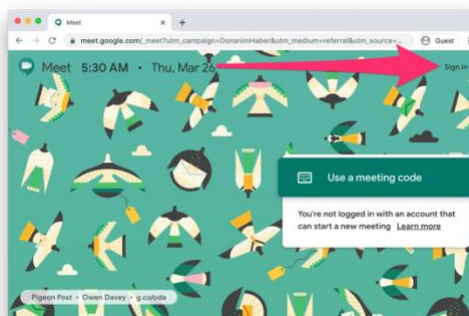
The Calgary Board of Education has turned on student access to Google Meet/Hangouts to provide opportunities for you to interact with your teachers. Your teachers are looking forward to connecting with you. Teachers and students access Google Meet using their CBE Gmail address (UserID@educbe.ca) and password (must be 8 characters).

Follow these steps to access and log into Google Meet.

1. Google recommends using the Google Chrome browser for all Google applications. See the instructions for [signing into Google Chrome](#).
2. You should receive an email or Google calendar invite from your teacher with the link to the meeting. Click on that link and it will take you to the [Google Meet](#) sign-in page.

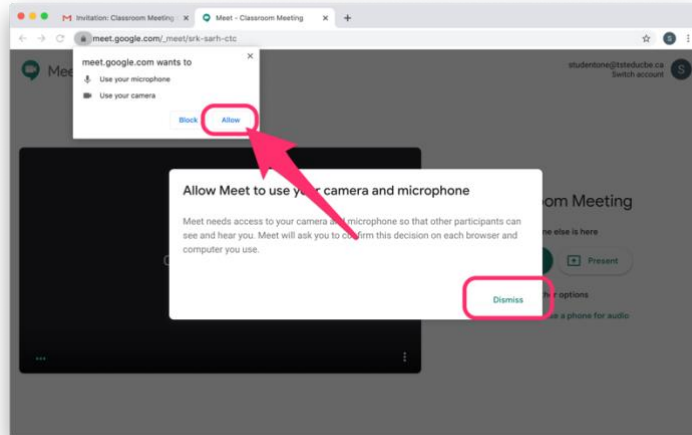


3. If you are not signed into Chrome, you will need to **Sign In** using your CBE Gmail address and password (this should be the same password you use to log into a school computer).

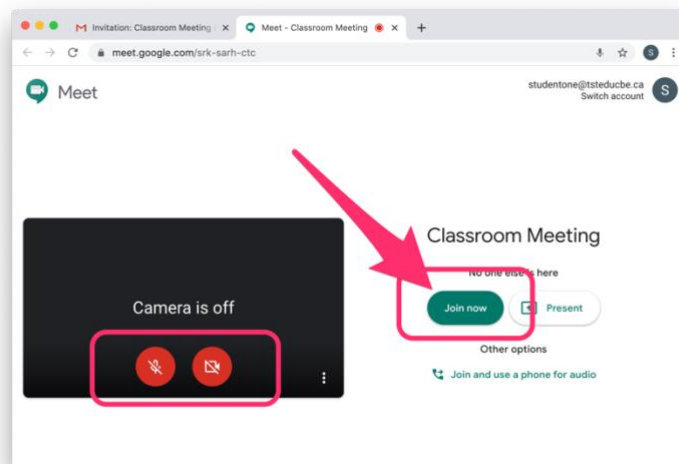


- a. If you do not know your email address or password, please contact your classroom teacher and they can send your email or have your account password reset.
- b. If you know your password but it less than 8 characters, you can change it by visiting [CBE Password Hub](#).
- c. If you need other support, see [G Suite for Education & Gmail Support](#) or contact your teacher.

4. The first time you use Google Meet, you will be prompted for permission for the app to use your camera and microphone. You must **Allow** this prompt for Google Meet to work. You can then click the **Dismiss** button.



5. Once you have logged in, click **Join now**. **To reduce background noise in the meeting, you should turn your microphone off when you enter the meeting, and when not speaking.** You can turn the microphone and camera off using the red buttons.



6. Once you are logged in, you will be able to see your classmates and teacher through the video chat. During the first Meeting, your teacher will give you a tour of Google Meet so you know which buttons do what. They will also talk about what you should and should not do in a video chat.

If you have not been in a video conference call before, it is a little different than being face-to-face. It might feel strange at first, but it will feel more normal as you work with your teacher.

7. If you are unable to join a Google Meet at the scheduled time, or if you would like to review the meeting afterwards, your teacher **may** record and share it so you can view it later. Your teacher will send or post the link. If you have questions about accessing a recording, contact your teacher.

Ongoing G Suite Support

Supports for students and their families are available on our public [CBE website](#).