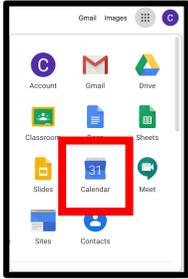
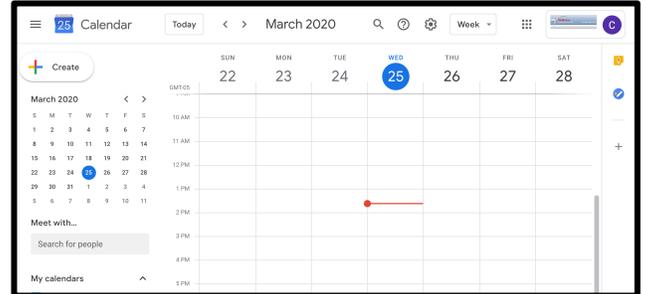


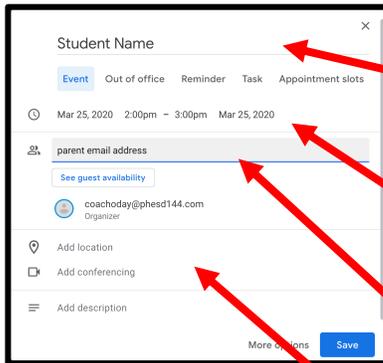
# Creating Google Meet Invite in Google Calendar



1. Click on the waffle and select GOOGLE CALENDAR.



2. Click on the time slot you want for your appointment.

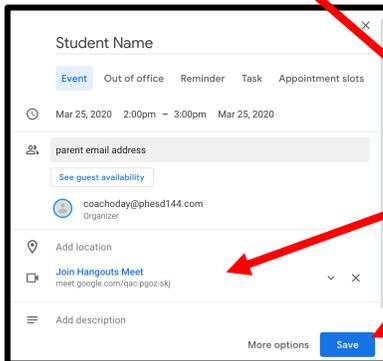


3. Fill in the meeting title

- For Parent/Teacher Conferences, you may want to use the student's name to help you stay organized.

4. Check to make sure the date and time slot are correct.

5. In ADD GUESTS type in the parent's email address and hit ENTER.



6. Click on ADD CONFERENCING

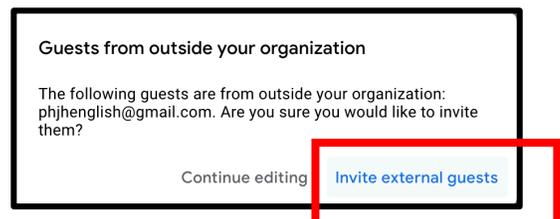
- Google Meeting link will appear.

7. Click SAVE



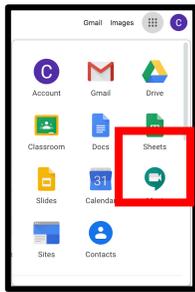
8. Click SEND

9. Click INVITE EXTERNAL GUESTS



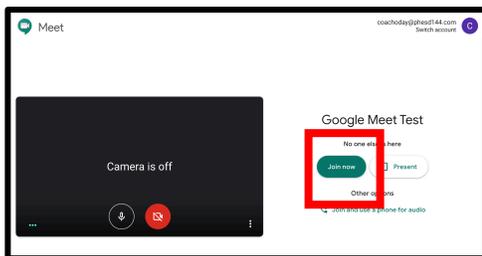
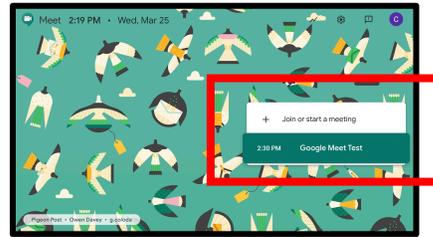
For additional help visit: [https://www.youtube.com/watch?v=vlemI\\_L73ag](https://www.youtube.com/watch?v=vlemI_L73ag)

# Accessing Your Google Meets



1. Click on waffle and select MEET app.

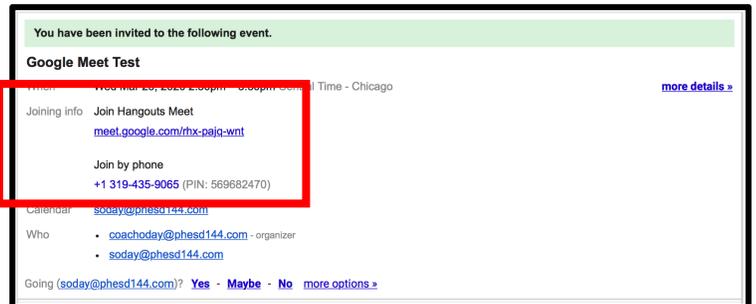
2. Click on your scheduled meeting



3. Click JOIN NOW

Parents can join meeting by:

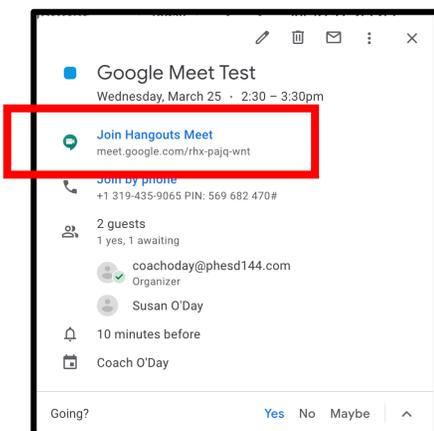
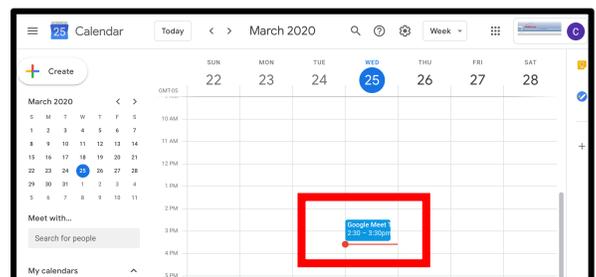
- Clicking on link in the invitation email.
- Calling the number and inserting the code from the invitation email.



- OR -

1. Click on waffle and open CALENDAR app.

2. Click on the appointment on your calendar.

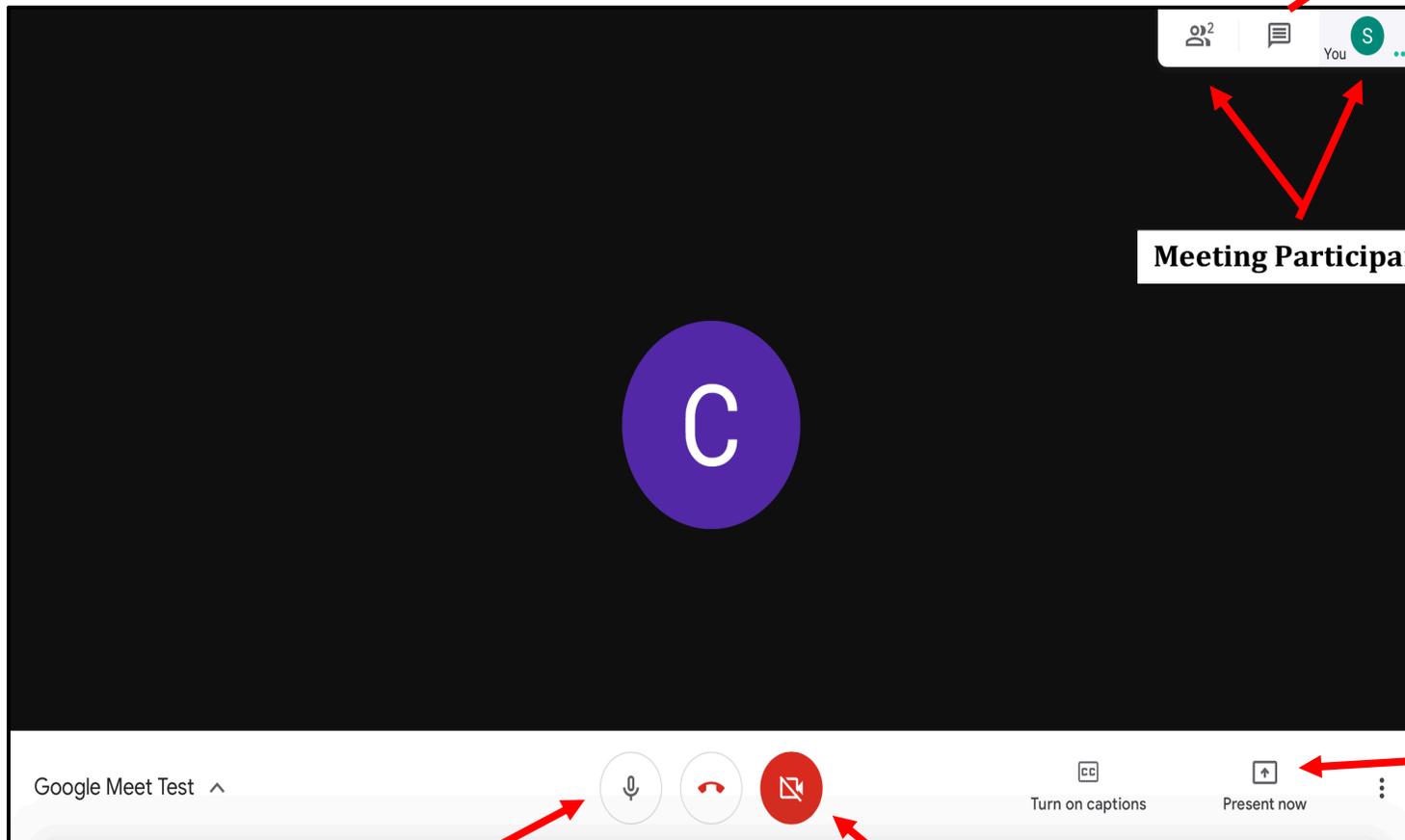


3. In the appointment, click on JOIN HANGOUTS MEET to access your meeting.

# Google Meet Screen Diagram

**\*\*\* Make sure to enable microphone and camera when prompted \*\*\***

Chat Window



Meeting Participants

Share Screen

Microphone Controls

Leave Call

Camera Controls