HOW TO JOIN A GOOGLE MEETING

Google Chrome
Web browser

1) Open a Google Chrome browser and log in.

   Due to security at SHS, external users are **required to have a google account to access SHS Google Meetings. See link attached below for a quick instructional on how to open a personal Google Account.

   https://support.google.com/accounts/answer/27441?hl=en&ref_topic=3382296

2) Once you have signed into your google account, open your email and reference the **School Appointments Online** Reminder email (sent the afternoon prior to Parent Teacher Interviews).

   EXAMPLE:

   Good evening,

   This is an automated message to remind you of your Parent Teacher Interview appointment/s scheduled for tomorrow evening. Please reference the information below for the specifics....

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   Date of Meeting    Time of meeting:  Teacher – Virtual Meeting              (students name)
                                        - Meeting Link: Click to Join Virtual Meeting
   ```

3) At your scheduled appointment time, click on the 'Click to Join Virtual Meeting' link in your reminder email. The teacher will see a message on their screen alerting them that you are waiting. They will allow you into the meeting when they are ready.