

#1 Use the Chrome browser

#2 Log in 5 minutes early to check audio



BCPS Learning at Home Guide to

Using Google Meet



#3 Monitor the chat and participate

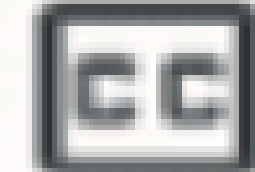
#4 Adjust your audio device settings

#7 Stay muted when not speaking to reduce noise

#6 Keep camera off to save bandwidth

#5 Wear headphones when possible

MeetingName ^



Turn on captions

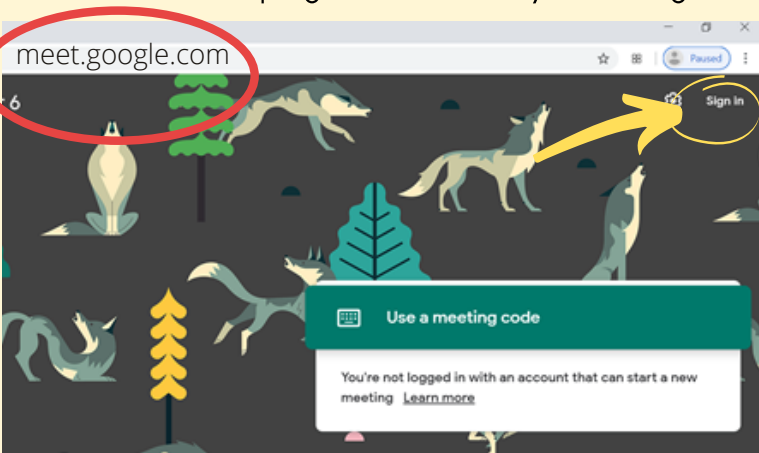
How to Access Google Meet

GOOGLE MEET

1 OPEN GOOGLE MEET.

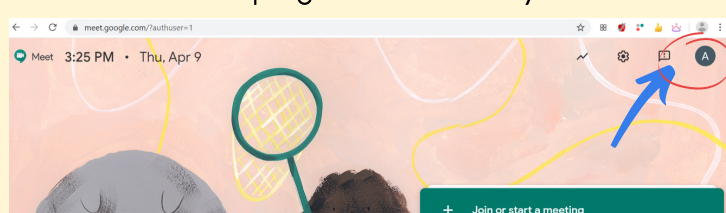
- In Google Chrome, go to meet.google.com
- Then you will see 1 of 2 possible screens.

Screen 1: In the top right hand corner you see Sign In.



- Click Sign In.

Screen 2: In the top right hand corner you see a letter.

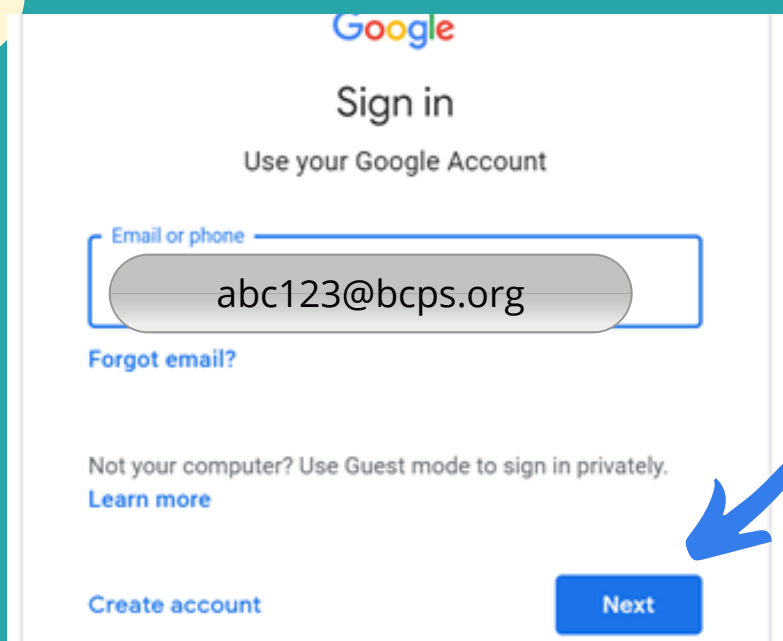


- Click the letter to see if you are signed into your BCPS account. (It will end with @bcps.org)
 - If you are logged into your BCPS account, skip to Step 3.
 - If not, select Switch Account.
- You will be taken to the Google sign in page.
 - If you have previously logged into Google with your BCPS information, choose that account and skip to Step 3.
 - If not click add another account. And continue to step 2.

Switch account

Use another account

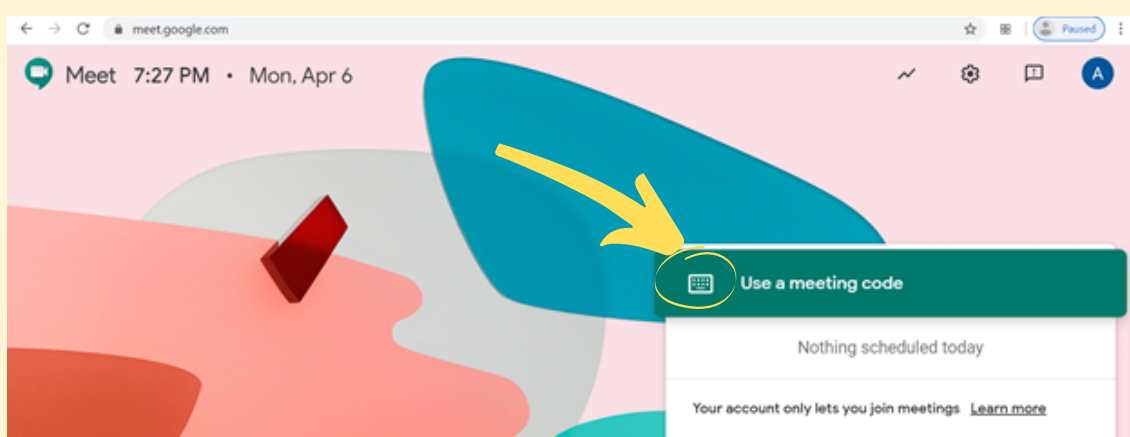
2 LOG INTO GOOGLE USING BCPS CREDENTIALS.



- Your email address will be your **BCPS username, followed by @bcps.org.** (ex. abc123@bcps.org)
- Click next.
- Enter your BCPS Password. Click next.

*** If you do not know your child's username and password, please contact their homeroom teacher.**

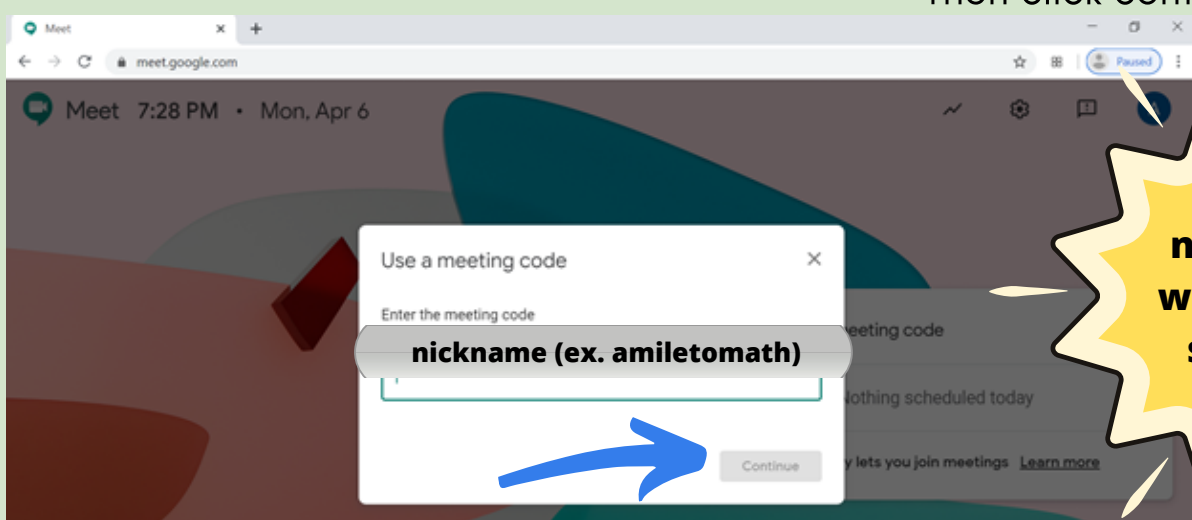
3 USE A MEETING CODE.



- You will then arrive back at the Google Meet homepage.
- Click Use a Meeting Code.

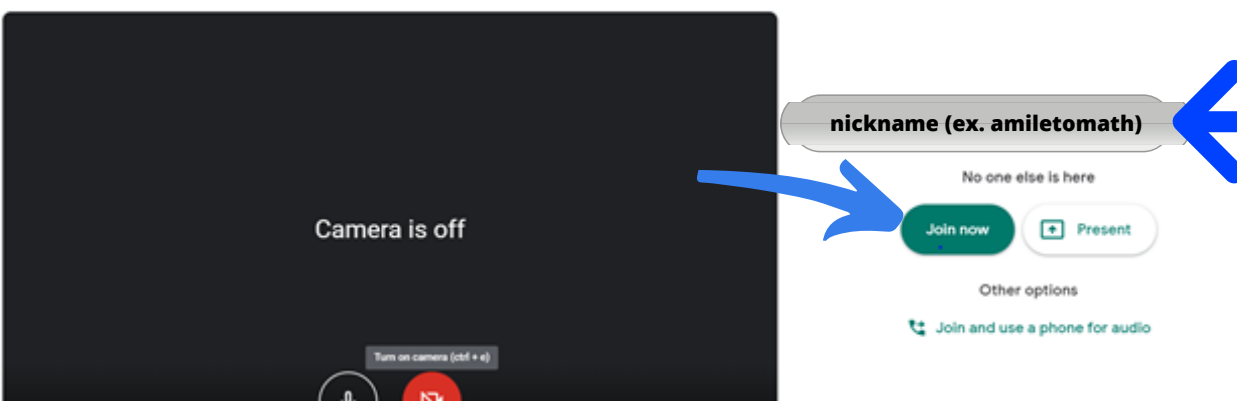
4 ENTER THE MEETING CODE.

- Enter the nickname given to you by your teacher. (ex. amiletomath)
- Then click continue.



5 JOIN THE MEETING.

- Click Join Now and you will be in the meeting!



Make sure this matches the nickname given to you by your teacher!