



Contacting Your Students Using Google Meet

How to contact your students via phone using Google Meet



Open Google Meet

Open Google Chrome and in the address bar type:

Meet.Google.com



Then hit the Enter key on your keyboard.



Start a Meeting

Meet 2:15 PM • Wed, Apr 1

Click on Join or start a meeting

+ Join or start a meeting

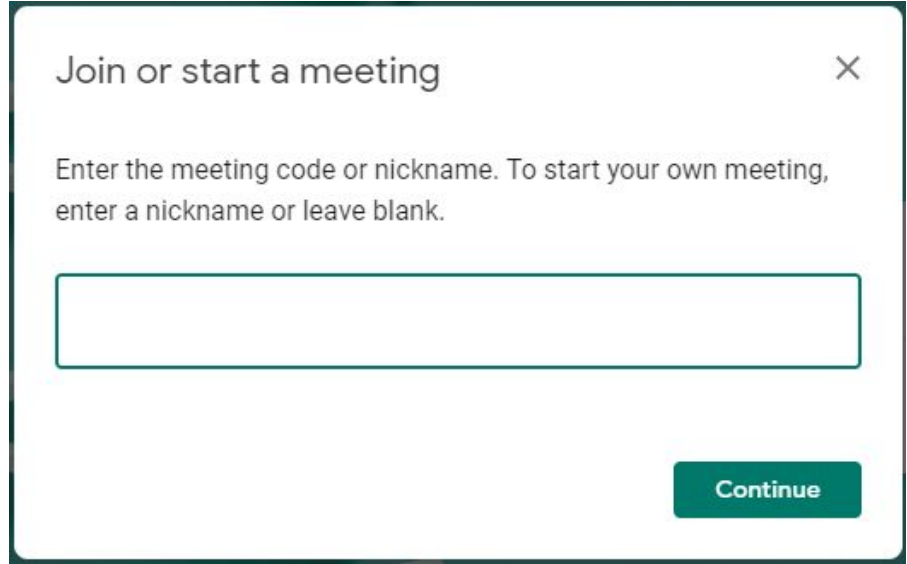
Nothing scheduled today

Uniting Paths • Kyle Bean & Aaron Tilley • g.co/kbatc

Enter a Code

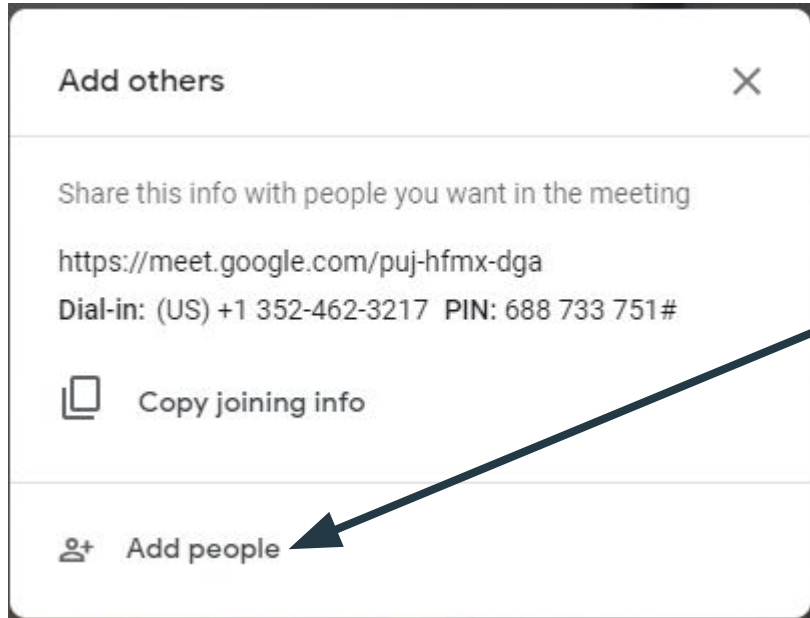
After clicking on Join or start a meeting, a dialog box will open asking you to enter a code. You can either enter a code for your meeting or leave it blank.

Click on the Continue Button to start your meeting.

A dialog box with a dark teal border. The title "Join or start a meeting" is at the top left, and a close icon (X) is at the top right. Below the title is the instruction: "Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank." A large, empty text input field is centered below the instruction. At the bottom right of the dialog box is a dark teal button with the text "Continue" in white.

Click on the Join now button

Calling the Student



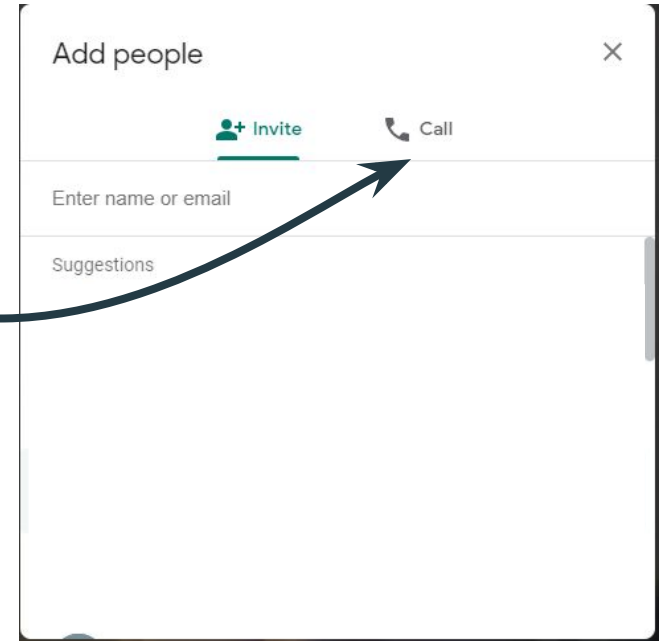
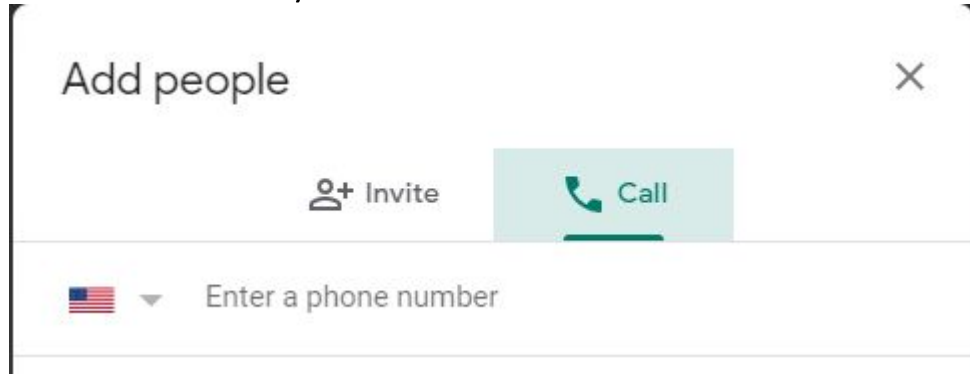
After clicking on Join now, a dialogue box will open where you can add others to the call.

*Click on Add people

Adding Students

At the Invite box, click on Call

Enter the phone number for the student, adding the area code. The country code is not needed.



Finally, click on the green phone button to make the call immediately.



After the Call

After you are finished with a call you can exit the meeting.

****Remember: When you leave a message, leave your school extension as voicemails will be sent to your email.****

