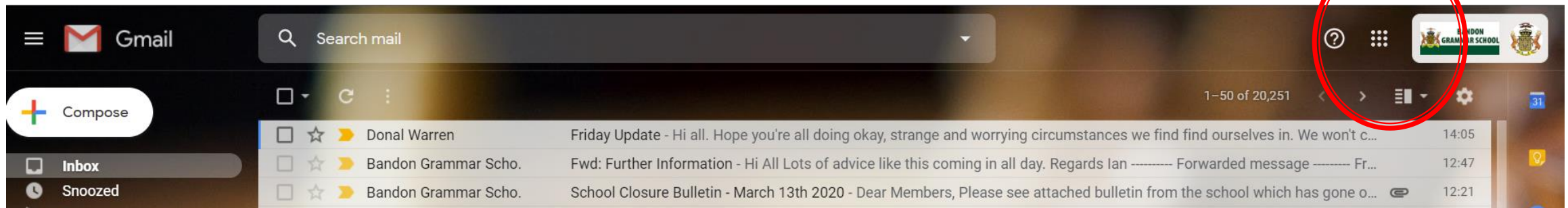


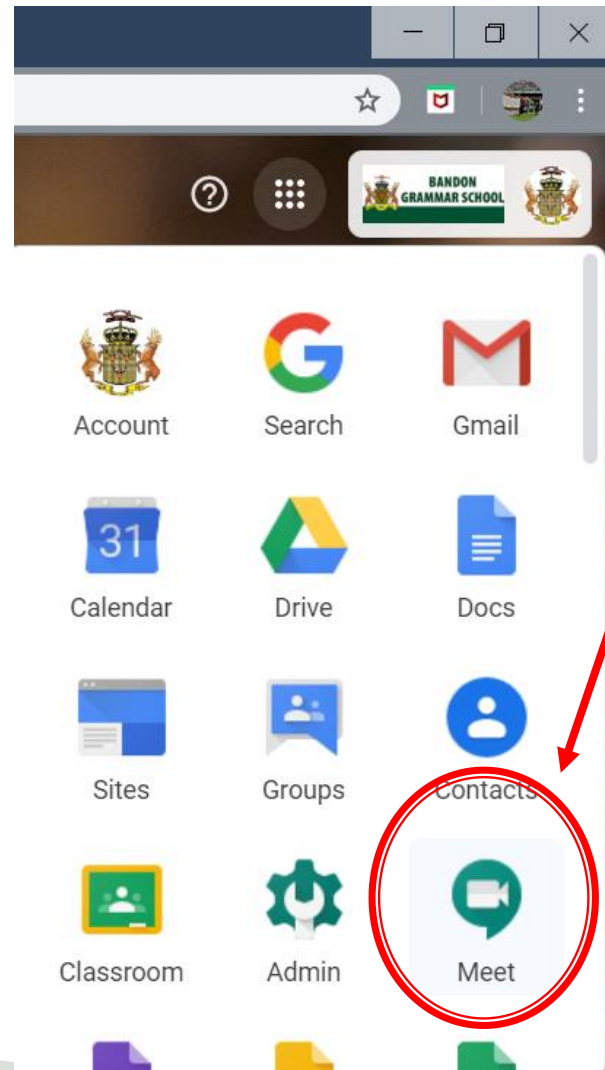
Google 'Meet' for staff:

2020

Go to your @gmail.com account and access the Apps section. I assume it is only available to Google Apps For Education (GAFE) accounts.



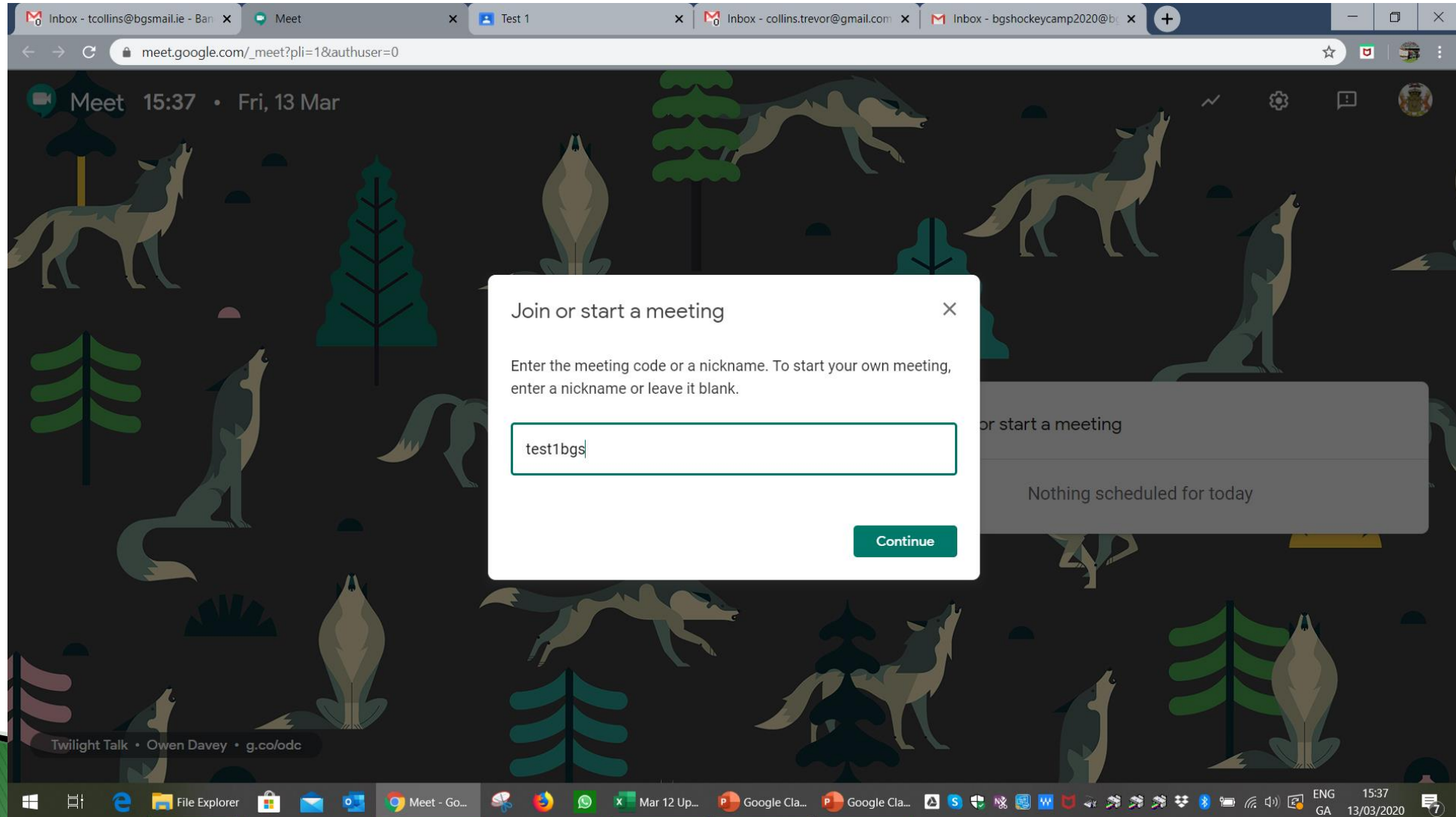
Scroll down to the Google Meet App



Start a meeting:



Give it a code that is easily memorable for sharing:

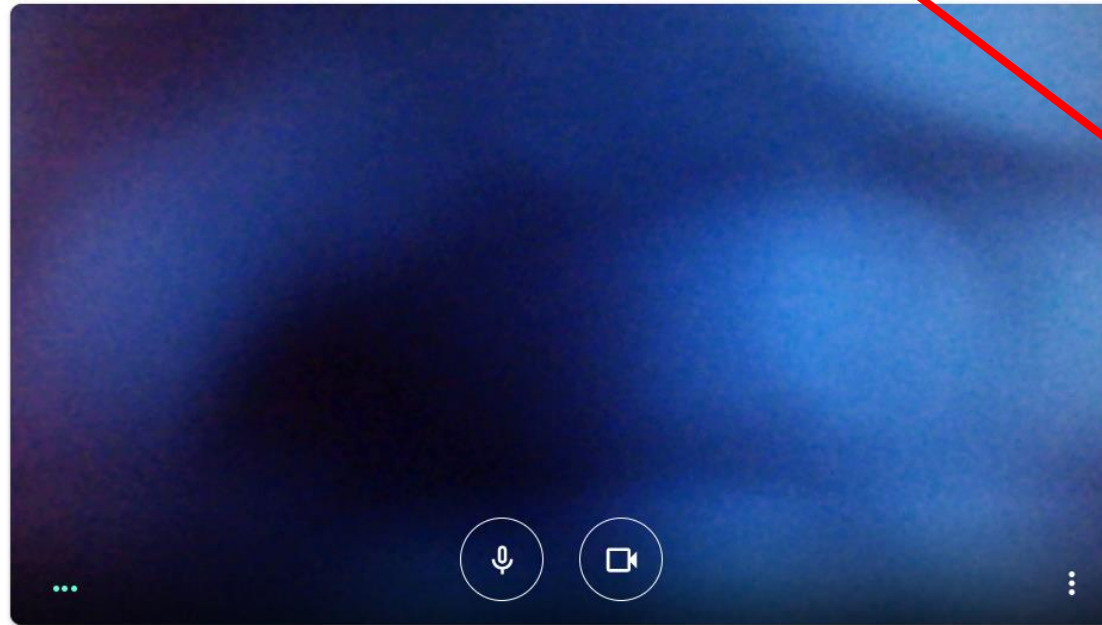


NB.

- ▶ It is probably best to share this code with group members via your Google Classroom group.
- ▶ You can give them notice in advance of a date, time and code to access the meeting well in advance.



Join the group



test1bgs

No one else is here

Join now

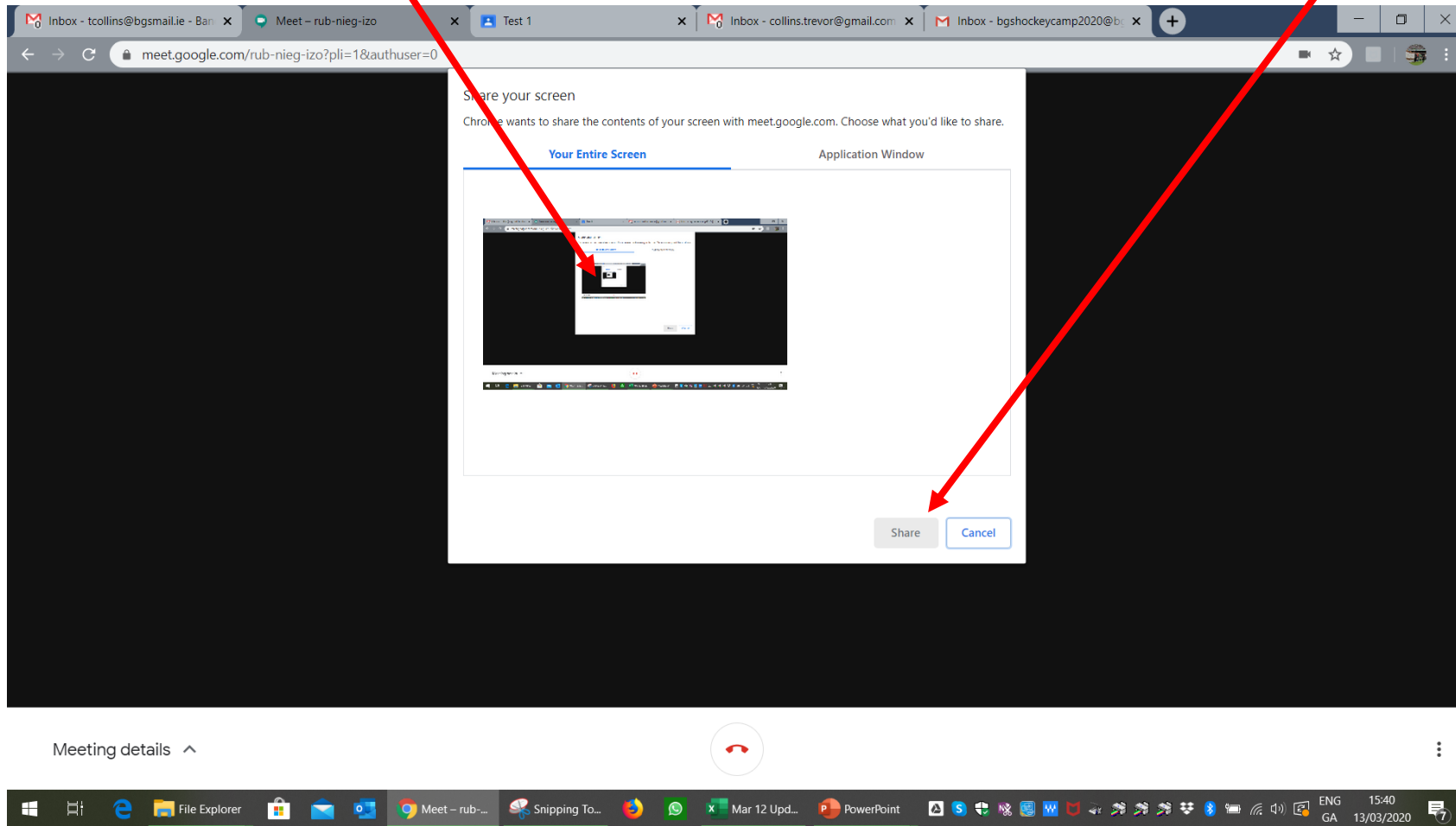
 Present

Other options

 Join and use a phone for audio



If you wish to present and share your screen: Click on the screen and then click 'Share'



What this means:

- ▶ The presenter shares everything that they have on their screen to the other members of the group.
- ▶ The presenter can swap between webpages and other resources on their desktop. Note that reviewing a PowerPoint presentation in full screen mode will not work properly. The best option is to review a PowerPoint in 'Edit' mode.



And finally,

- ▶ It is advised to consider the following:
- ▶ Prepare well in advance and have all necessary tabs and resources open prior to the meeting.
- ▶ Consider having some notes to hand with a list of the topics and order for completion.
- ▶ Keep online 'Meets' to a maximum of c.10 minutes.

