



The Stepping Stones
GROUP™
Special Education Solutions

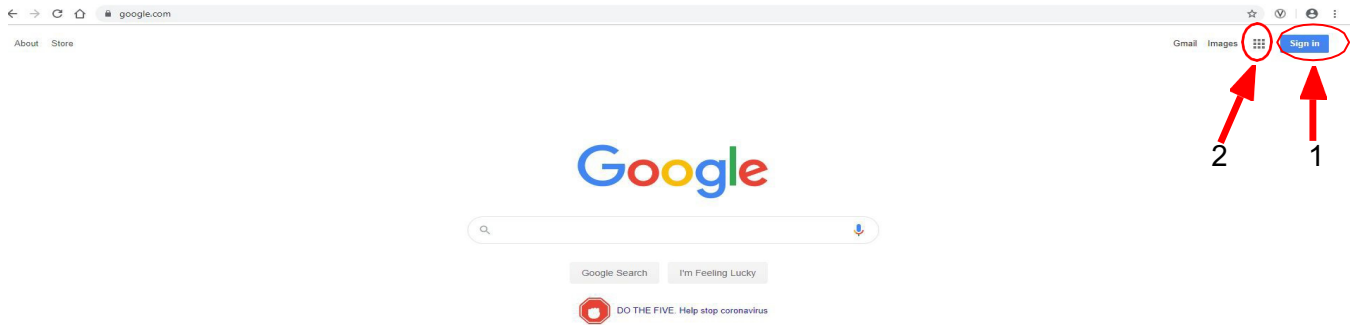
How to Schedule a Google Meet Video Conference via Google Calendar



For Providers



Sign in to your Google Account on the Web visit: mail.google.com



1. Click Sign in and enter username & password
2. Click on the Waffle menu to find Google Calendar

Google Calendar



Drive



Gmail



Calendar



Docs



Sheets



Slides

Google Calendar – select day of meeting

Today < > March 2020 🔍 🕒 ⚙️ Month ▾

SUN Mar 1	MON 2	TUE 3	WED 4	THU 5	FRI 6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30	31	Apr 1	2	3

Double-Click on a time for your meeting



Fill out required information below


1. Add a Title for the Google Meeting
2. Select a Date and Time
3. Click Add Conferencing. Select Hangouts Meet
4. Add the email (s) for your student/parent. Enter more than one email to provide a group meeting.
5. Click on Save to save your meeting.

The screenshot shows the Google Meet creation interface with five numbered red arrows and boxes highlighting key steps:

- 1**: A red arrow points to the "Add title" text input field, which is enclosed in a red box.
- 2**: A red arrow points to the date and time selection area, which is enclosed in a red box. The date is "Mar 18, 2020" and the time is "10:00am to 10:30am".
- 3**: A red arrow points to the "Add conferencing" dropdown menu, which is enclosed in a red box. The "Hangouts Meet" option is selected.
- 4**: A red arrow points to the "Save" button, which is enclosed in a red box.
- 5**: A red arrow points to the "Guests" section, which is enclosed in a red box. The "Add guests" text input field is highlighted.

Other visible elements include the "Event Details" and "Find a Time" tabs, the "Add location" field, the "All day" checkbox, the "Does not repeat" dropdown, the "Guest permissions" section with checkboxes for "Modify event", "Invite others", and "See guest list", and the "Add notification" field.


Clicking 'Save' will send the meeting invitation to guests. MUST CLICK SAVE!


× Johnny OT Session Save 

Mar 15, 2020 2:00pm to 3:00pm Mar 15, 2020 Time zone


All day Does not repeat ▾

Event Details Find a Time

 Add location

 Hangouts Meet ▾ ×

[Join Hangouts Meet](#)
meet.google.com/nzq-zkxk-ahd ▾

 Notification ▾ 10 minutes ▾ ×

Add notification

Guests

johnnymom@gmail.com

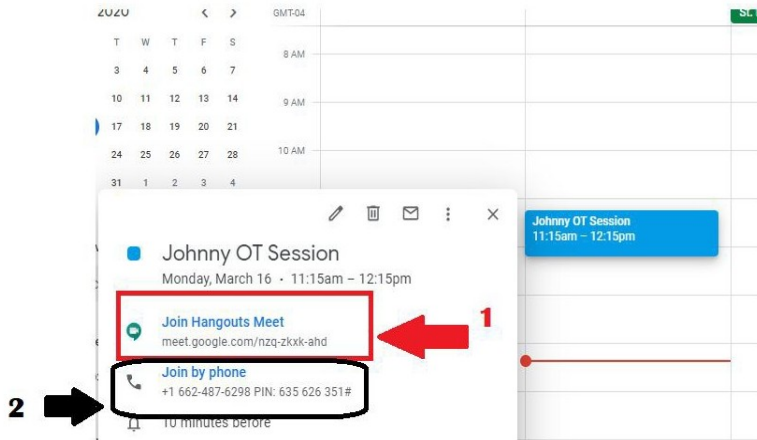
Guest permissions

- Modify event
- Invite others
- See guest list

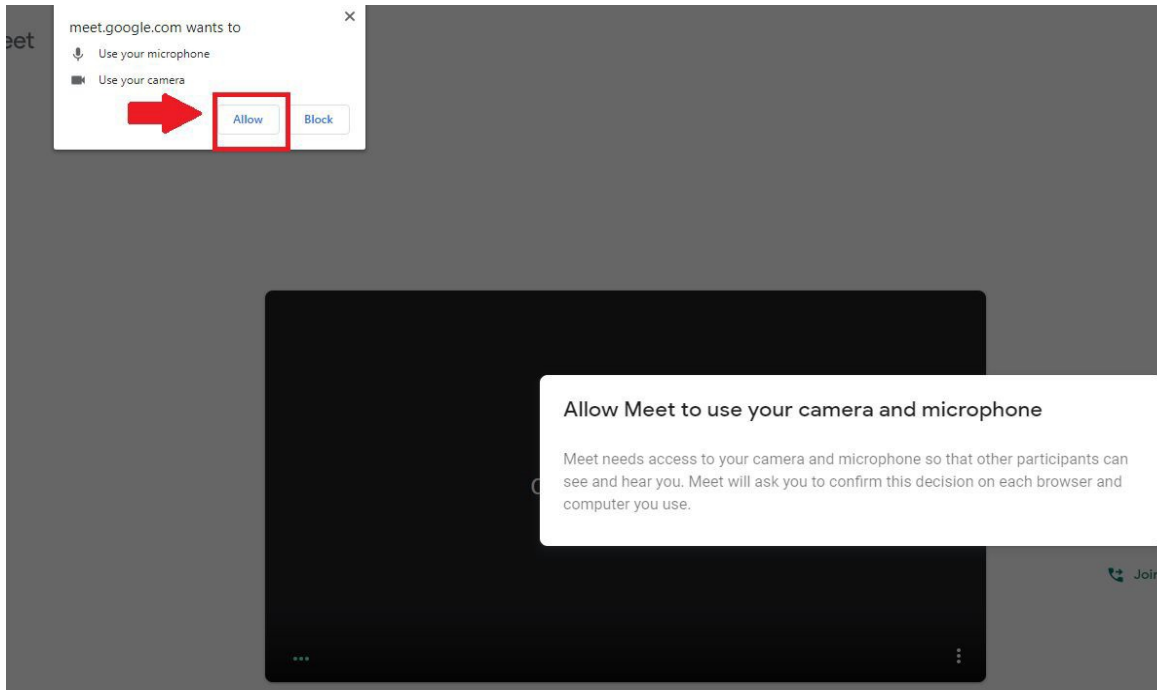
After the Meeting is created, it will appear in your calendar



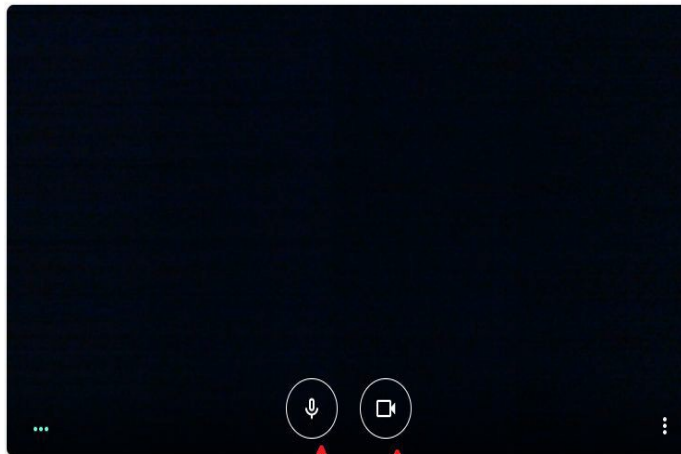
1. Click to Join a Video Meeting.
2. Dial Number to Join an Audio Meeting.
Enter the Pin # Listed.



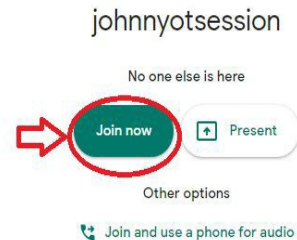
Click Allow to enable the Microphone and Camera



1. Click on Join Now
2. Click on Audio & Video to enable these features

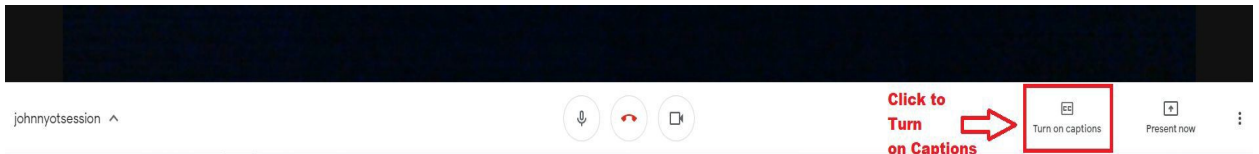


Audio **Video**

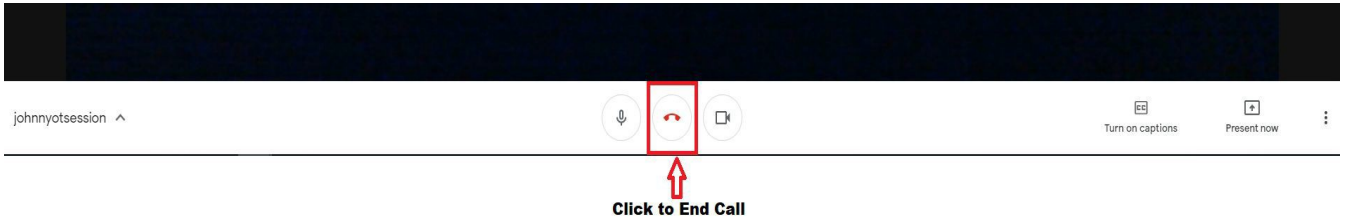


Note: If using a phone to dial in for the audio portion, you MUST mute the audio button (to the left) on the computer screen to eliminate noise feedback. If you're only using the computer to connect, then you will utilize the audio button and your computer's mic to talk.

Click to activate Captions



Click Phone Icon to End Meeting



Meeting is Now Over

You left the meeting

Rejoin

Return to home screen

Submit feedback