



## How to use Google Meet



1. Log into student's google account through gmail
  - a. Email: student's first initial of first name followed by last name @union81.com
    - i. Example: Jane Smith- [jsmith@union81.com](mailto:jsmith@union81.com)
  - b. Password: chargers81
2. Once logged in- click on google apps icon (top right corner of screen) 
3. Click on Google Meet icon 
4. Once in Google Meet- click on 'Use a meeting code'
  - a. Meeting Codes: See Google Meet schedule
    - i. Codes vary dependent on grade and meeting times
5. Click 'Continue' and then 'Join Now'
6. Meetings start on specifically scheduled days and times