How to access a Google meeting
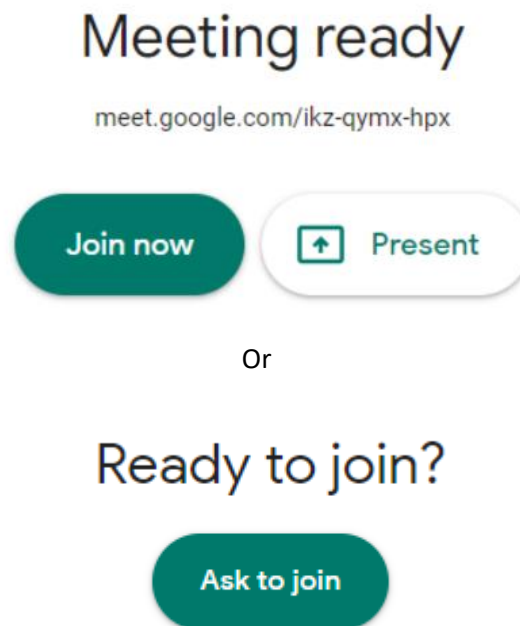
Click here if you are accessing from a computer

Click here if you are accessing from a mobile device

Access a Google meeting using your computer

1	Open the email invitation and click on the link in the email.

2	Click either Join now or Ask to Join depending which prompt appears on your screen.

Meeting ready

meet.google.com/ikz-qymx-hpx

Join now | Present

Or

Ready to join?

Ask to join

3	You may receive this message waiting for presenter to let you in.

Asking to join...

You'll join the call when someone lets you in

| 4 | You have now joined your Google meeting. |

Access a Google meeting using your mobile device

| 1 | Open the email invitation and click on the link in the email. |

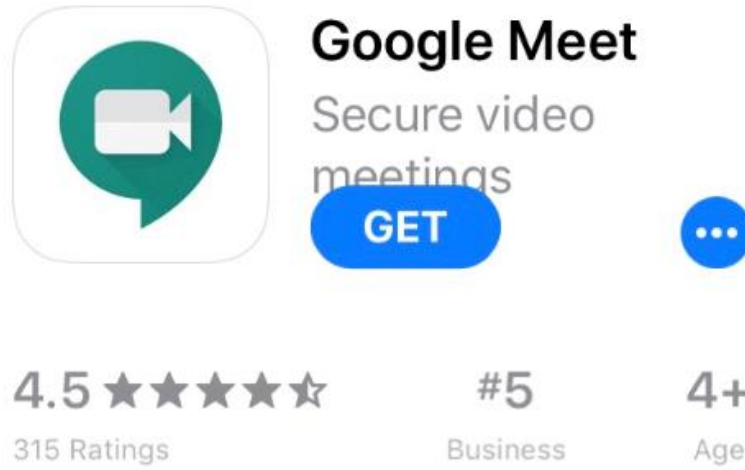| 2 | If you do not have the Google Meet app installed on your device, the screen below will appear. Click Open. |

Google Meet

Securely connect, collaborate and celebrate from anywhere. With Google Meet, everyo...

☑ Save my place in the app. A link will be copied to continue to this page.

OPEN

| 3 | Your App Store or Play Store will open automatically open for you to download. Click Get. Enter your password for downloading apps on your device and install the app. |

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| 4 | When the Google Meet app has installed, click Open. |

| 5 | The Google Meet app opens. Click Continue. |

Welcome to Meet

To make video calls on Meet, allow access to your device's video camera and microphone

Terms of Service and Privacy Policy

Continue

| 6 | Click Ok to allow Google Meet to access your Camera so that you can be seen, and your Microphone so that you can be heard. |

"Meet" Would Like to Access the Camera

This lets you share photos and videos and be seen during video calls

Don't Allow   OK

"Meet" Would Like to Access the Microphone

This lets you speak during calls, record audio along with video and use your voice to search

Don't Allow   OK

| 7 | Toggle your email account ON to allow this email access to Google Meet. |

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Done   Manage accounts

E   ███████ @gmail.com   ⬤

Remove from
this device

👤+ Add another account

≡   Meet   E

New meeting

Join with a code

✕   Join with a code   Join

Enter the code provided by the
meeting organiser

Example: abc-mnop-xyz

FIRST
STRATA
MANAGEMENT

www.firststratamanagement.com.au

Asking to join...

You'll join the call when someone lets you in

11	You have now joined your Google meeting.