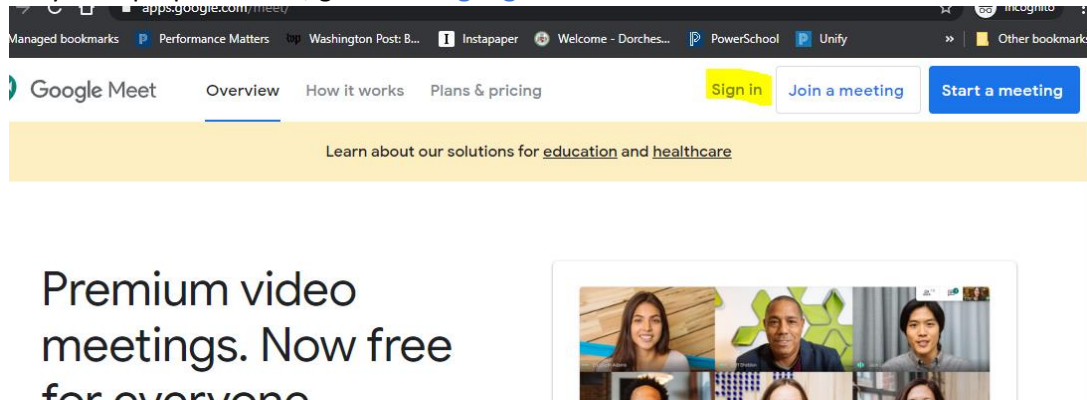


Student Instructions for Google Meet:

1. On your laptop or device, go to meet.google.com.



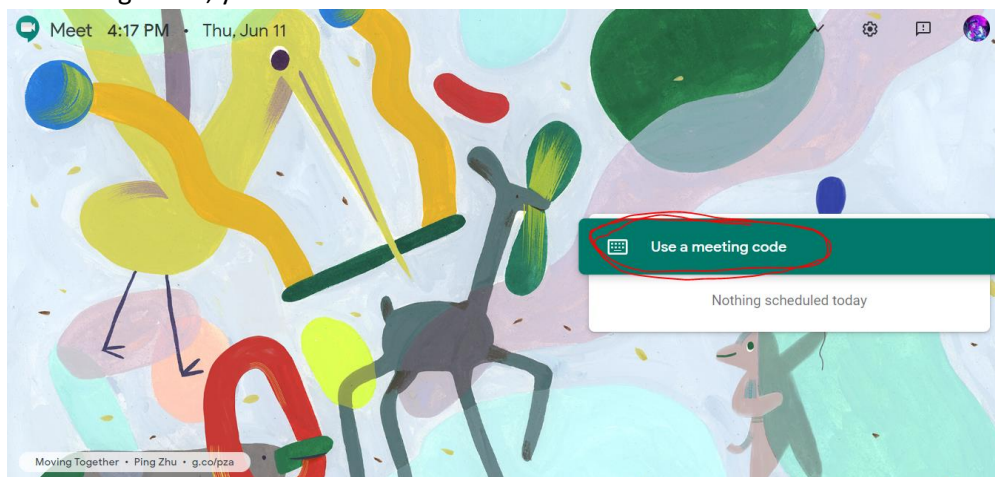
2. Sign in (upper right corner) using your DCPS email which is your lunch number @dcpsmd.org. You must be signed into your DCPS account through Google in order to access your class meeting! So, if your lunch number is 12345, your email will be 12345@dcpsmd.org. Your password should be Eagles2020.

** If you do not see a place to sign in, you are already signed in with a personal account. You need to go to the top right-hand corner of the screen and click on the circle with a letter in it. Choose "Add Another Account" and then sign in using the instructions above.*

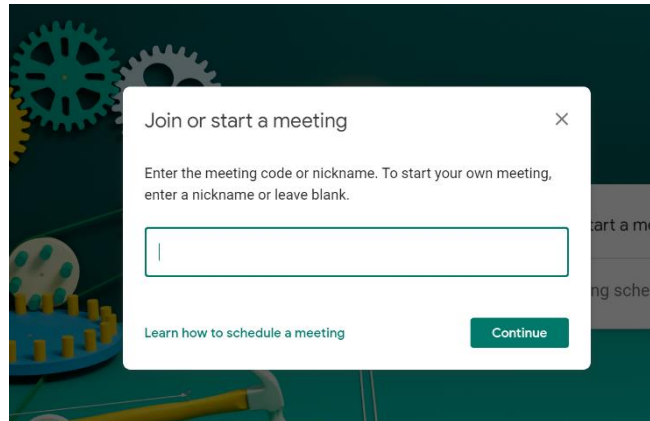
Google Meet



3. Once signed in, your screen should look similar to this below:



4. Click "Use a meeting code" which is circled in red above.
5. In the box as in the picture below, type in the meeting code word your teacher gave you. Then click "Continue."



6. You should now be in the meeting room and will see your teacher. If your teacher isn't there yet, you will receive a message "You are not allowed to start a meeting", just wait a few minutes and try again, when your teacher has started the call, you will be able to join in.

* Other Helpful Information:

- If you are kicked out of a room for inappropriate behavior, you will not be able to rejoin the class video call until the next day.

- **Closed Captioning** is an option during video calls, make sure to turn on the option at the bottom of your screen



- Make sure to **mute your microphone** whenever others are presenting in your meeting, especially your teacher.

