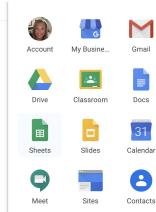


Google Meet/Hangout Guidelines

- *Be aware of surroundings*
 - Kids
 - Spouses
 - Background items
- *Confirm-* It's suggested to have parent/guardian permission to be live on session.
- *Learn the mute button*
 - Mute your microphone if there's a lot of background noise or another conversation going on.
- *You don't have to use the video option.*
 - The voice only option or listening in without using video or voice can be done
 - Mute video or voice if wanting to eliminate either
- *You can record your sessions.* We suggest that younger/elementary students request verbal permission from parents or guardians to record sessions.

Ways to invite people to meetings:

- You can do it through a calendar invite:
 - Create a calendar event
 - Make sure you "add conferencing"
 - Add email addresses of people you want to invite
- You can do it through "meet" in your google apps



- Click Meet in your google apps section
- Click "Join or Start a Meeting"
- Name your meeting
- Click "join now"
- Click "Copy joining info"
- Add to your website, Classroom, etc. and you and the kids can just click the link to join at the time you choose

