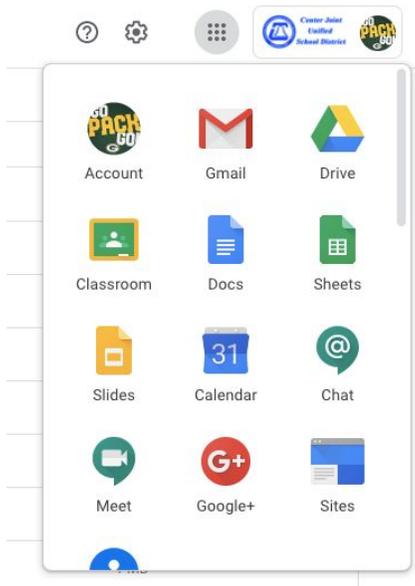


## How to Access Google Meetings

1. Go to your Google Calendar. You can find your Calendar from any Google App, just click on the waffle in the upper right hand corner.



a.

2. When your Calendar opens, look for the “invite” to the event that you want to attend.



a.

TUE  
24

GMT-07  
ELPAC Testing, 8:30am

7 AM

8 AM

9 AM  
Google Slides review (online lea  
9 - 9:45am

10 AM  
Admin Call in for Udpate  
10 - 11am

11 AM

12 PM

1 PM  
Dudley Leadership Video Chat  
1 - 2pm

2 PM  
Dudley TK-K Video Chat  
2 - 3pm

3 PM

4 PM

5 PM

**Dudley Leadership Video Chat**  
Tuesday, March 24 · 1:00 - 2:00pm

**Join Hangouts Meet**  
meet.google.com/who-txir-aic

**Join by phone**  
+1 570-416-2834 PIN: 701 749 719#

**6 guests**  
6 yes

- Steve Jackson  
Organizer
- Diane Keller
- Jill Warriner
- Laurel Stolfus
- Todd Silverman
- Venessa Mason

1 hour before  
1 day before, as email  
1 week before, as email

Steve Jackson

Going? [Yes](#) [No](#) [Maybe](#) ^

b.

3. Click on the blue words, [Join Hangouts Meet](#).

a.

**Dudley Leadership Video Chat**  
Tuesday, March 24 · 1:00 - 2:00pm

**Join Hangouts Meet**  
meet.google.com/who-txir-aic

b. This will take you to a new window...



### Dudley Leadership Video Chat

No one else is here

[Join now](#) [Present](#)

Other options

[Join and use a phone for audio](#)

c. If this is the first time you have used Google Meets on this device, you will be asked to allow Google Meets to access your microphone and video camera. You will need to “allow” both. You can toggle these on and off during a video chat.



4. To join the meeting, click the green “Join Now” button.

## Dudley Leadership Video Chat

No one else is here

[Join now](#)

[Present](#)

Other options

[Join and use a phone for audio](#)

a.

5. You did it! You should be in.