

# PROCEDURE TO ACCESS GOOGLE MEET FOR ONLINE LEARNING

Login to your School issued email account using your username and password

After logging in, click on Google Apps at the top right corner

The screenshot shows the Gmail interface. At the top left, there is a hamburger menu icon, the Gmail logo, and a search bar. On the left side, there is a navigation pane with options: Compose, Inbox (with a red badge showing 3), Starred, Snoozed, Sent, Drafts, and More. Below this, the user's name 'MOHAMMAD' is visible. The main area displays a list of emails. At the top right, there is a help icon (question mark), a red box highlighting the Google Apps icon (a 3x3 grid of dots), and a profile picture. A red arrow points from the text above to the Google Apps icon. At the bottom, there is a 'Setup progress' bar showing 10% completion and several setup tasks: 'Account Created' (checked), 'Set a signature', 'Learn how to use Gmail', and 'Change profile image'. A chat window at the bottom left shows 'No recent chats' and a 'Start a new one' button. A status bar at the very bottom indicates 'Waiting for 2.client-channel.google.com...'

Click "Meet" from the drop down menu

The image shows a Gmail interface with a dropdown menu open. A red arrow points from the text "Click 'Meet' from the drop down menu" to the 'Meet' icon in the dropdown menu. The 'Meet' icon is highlighted with a red box. The interface includes a search bar, a list of emails, and a setup progress section at the bottom.

**Account** **Gmail** **Drive**

**Classroom** **Docs** **Sheets**

**Slides** **Calendar** **Meet**

**Sites** **Contacts**

**10%** Setup progress

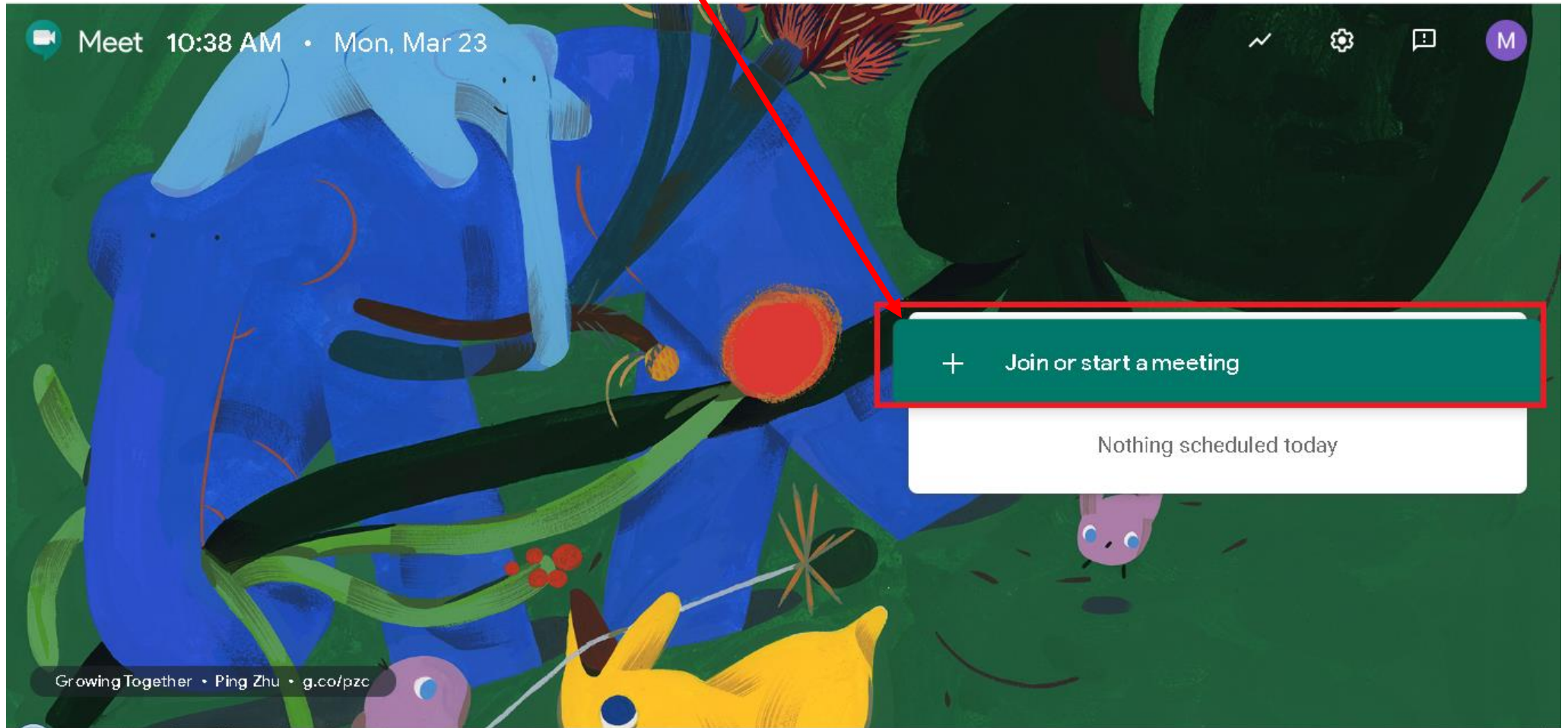
**Account Created**

**Set a signature**

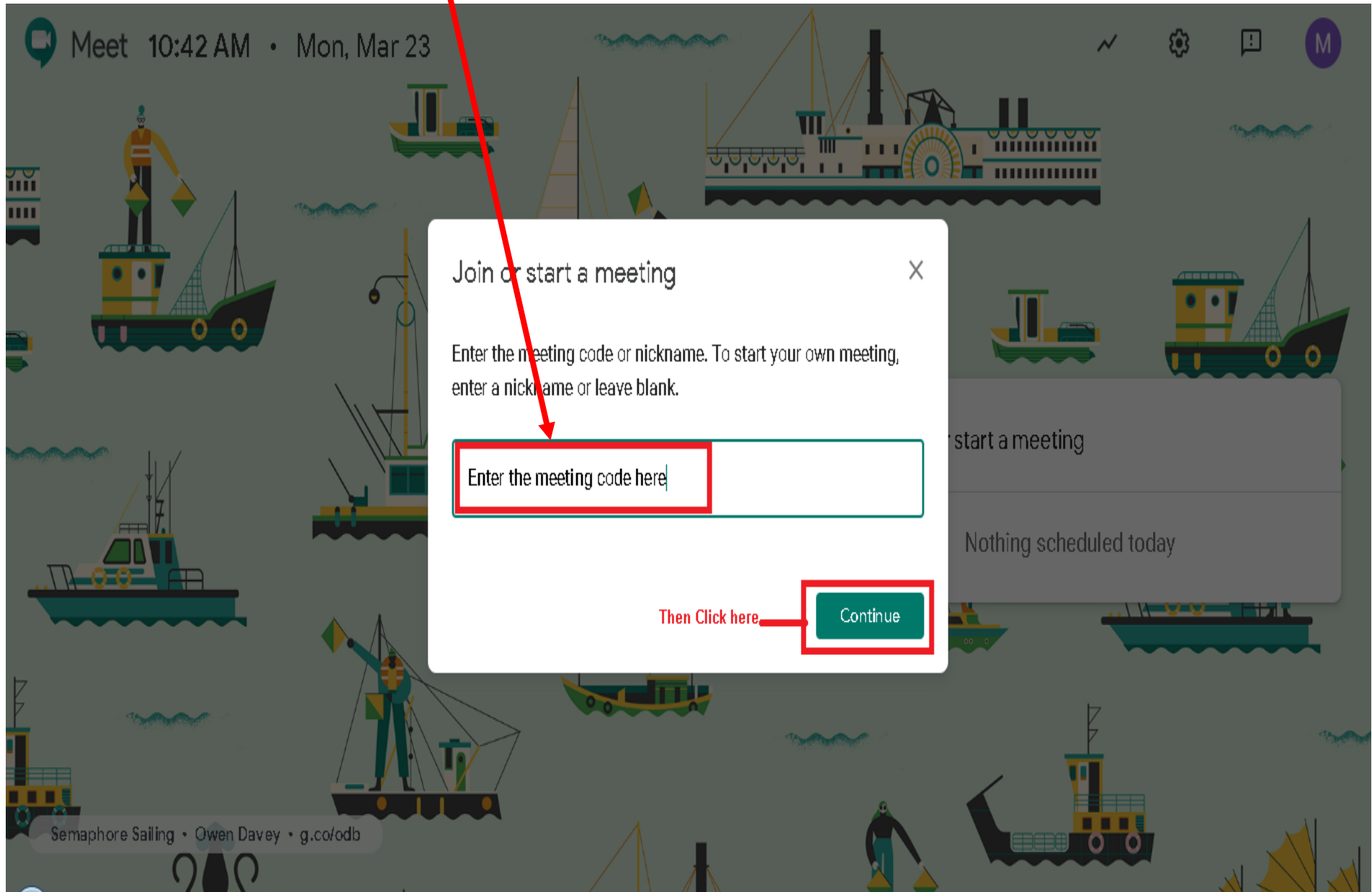
**Learn how to use Gmail**

**Change profile image**

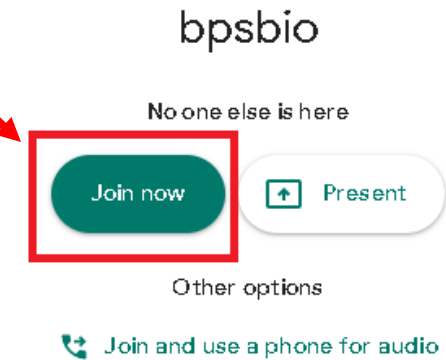
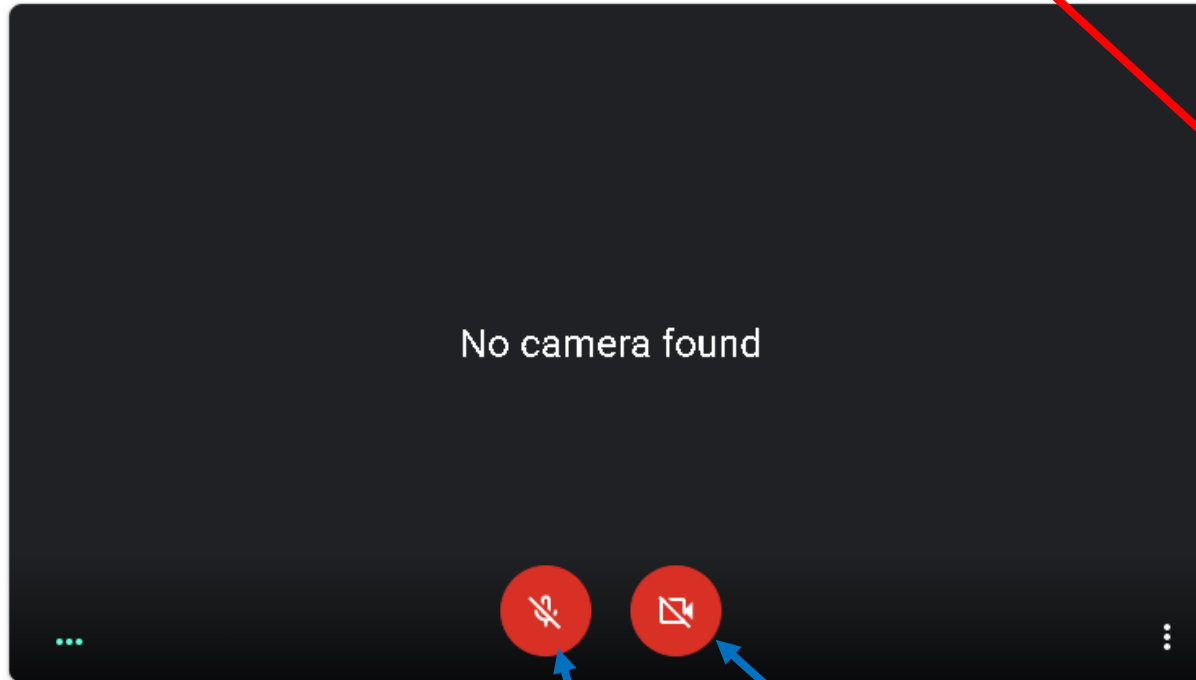
Click "Join or start a meeting"



Enter the meeting code in the space provided as per the subject mentioned in the scheduled timetable and then click continue.



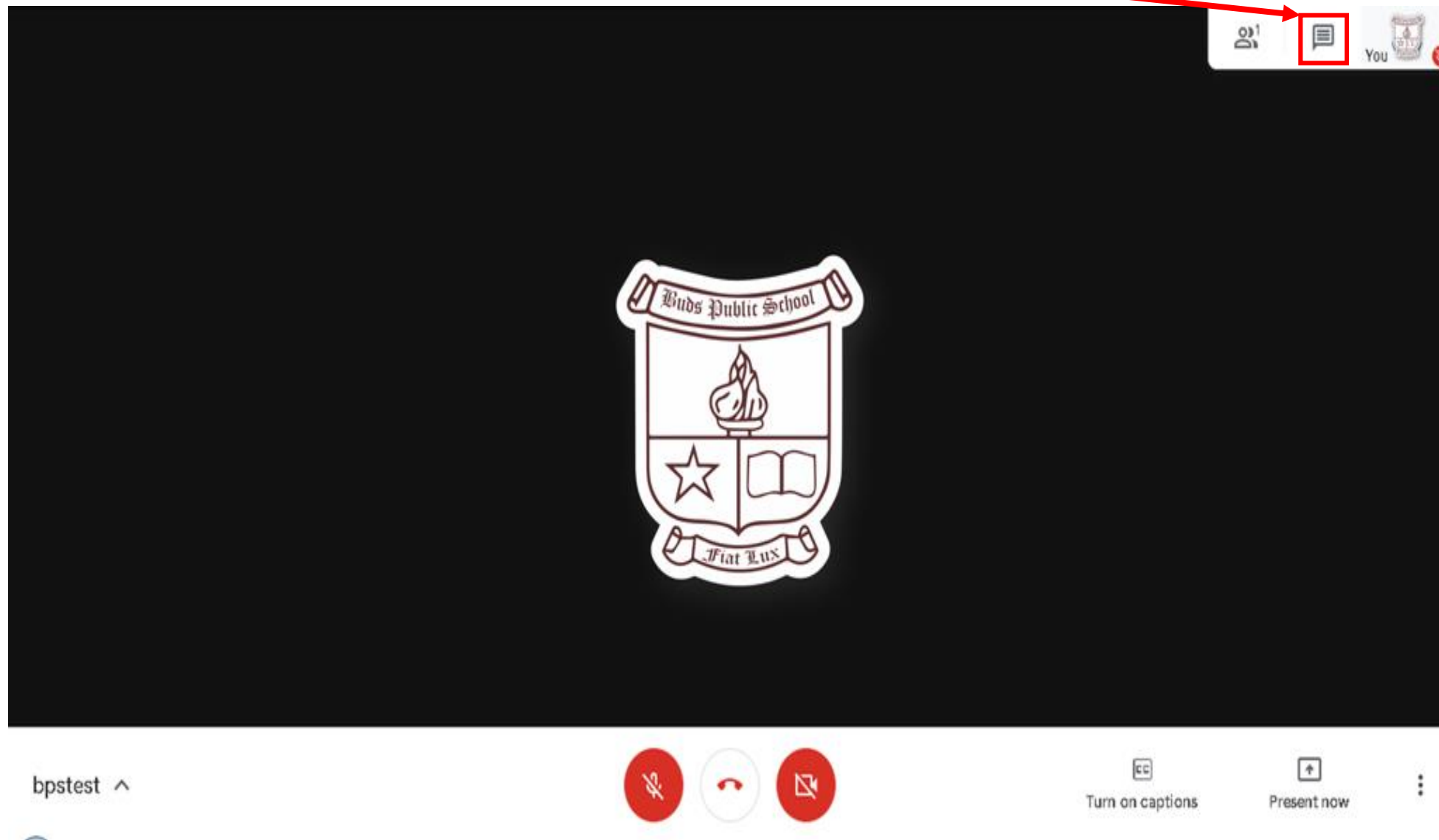
Click "Join now" to enter the classroom



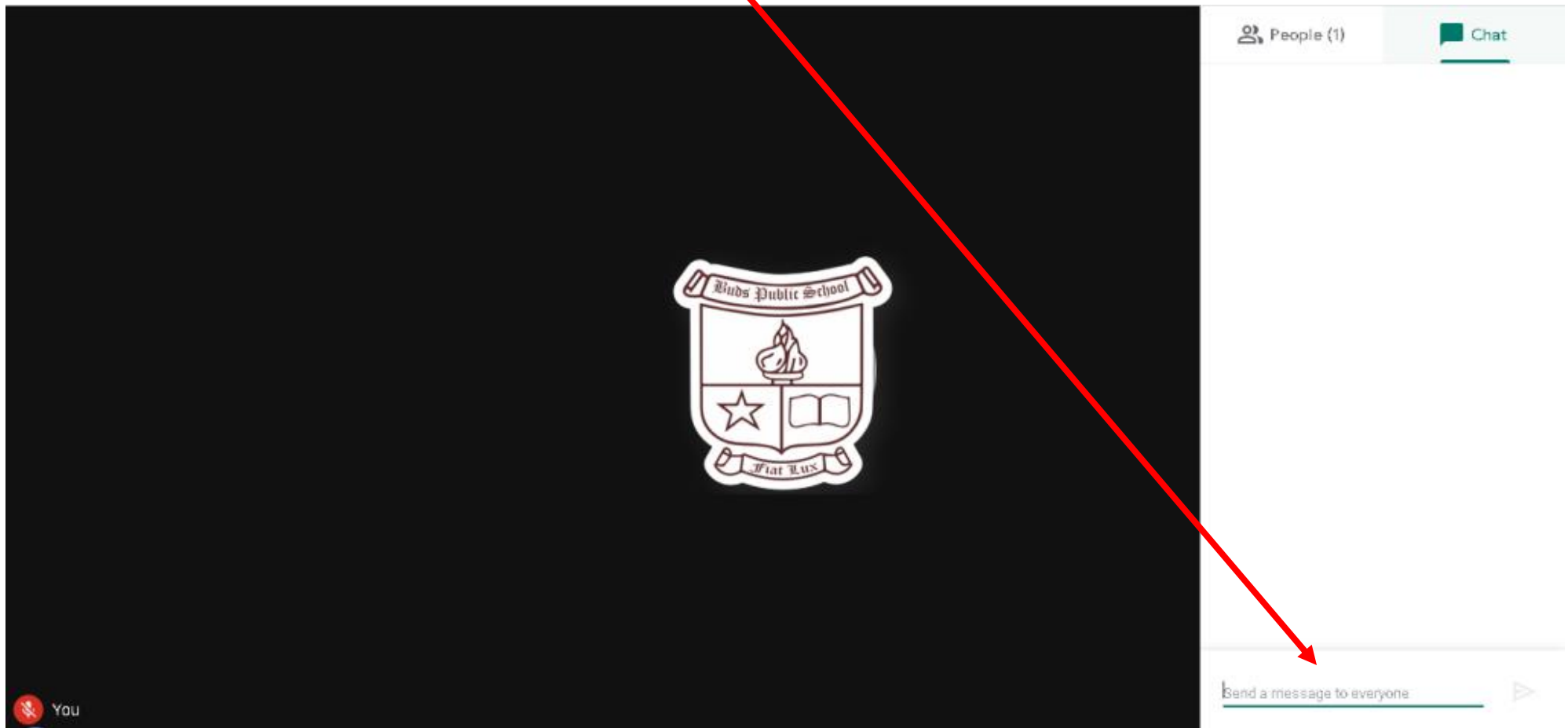
After joining the class, please mute your audio, switch off your video & use earphones for better quality.

You may un-mute your audio when you need to ask doubts or answer any questions.

You can use the chat facility for interacting with the teachers during the session by clicking the chat icon on the right top corner



You can type your message in the space provided and can send it to all present in the classroom



The image shows a screenshot of a digital classroom interface. The main area is black and features a white logo for 'Buds Public School'. The logo is a shield-shaped crest with a banner at the top that reads 'Buds Public School'. Inside the shield, there is a central emblem of a flame or torch, a star on the left, and an open book on the right. A banner at the bottom of the shield contains the motto 'Fiat Lux'. In the bottom-left corner of the black area, there is a small red circular icon with a white 'X' and the text 'You'. On the right side, there is a white chat panel. At the top of this panel, there are two tabs: 'People (1)' with a person icon and 'Chat' with a speech bubble icon. Below the tabs is a large white text input field. At the bottom of the input field, there is a placeholder text 'Send a message to everyone' and a green send button with a white triangle icon. A red arrow originates from the text at the top of the page and points to the text input field.