

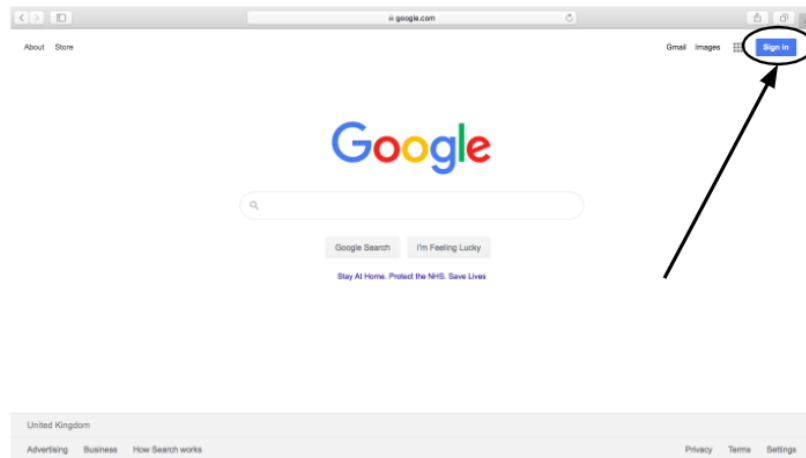


SMBS Guide to Google Meet

How to access Google Meet lessons through Google Calendar

Step 1: Open your internet browser on your computer and go to www.google.com

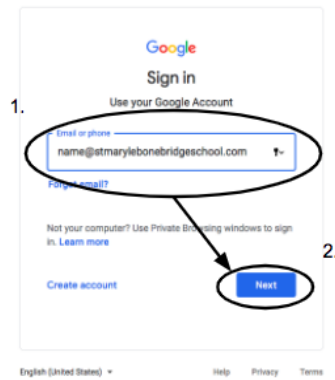
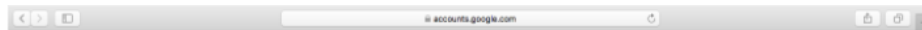
Step 2: Click **Sign In**



Step 3: Type in your child's email address:

firstname@stmarylebonebridgeschool.com

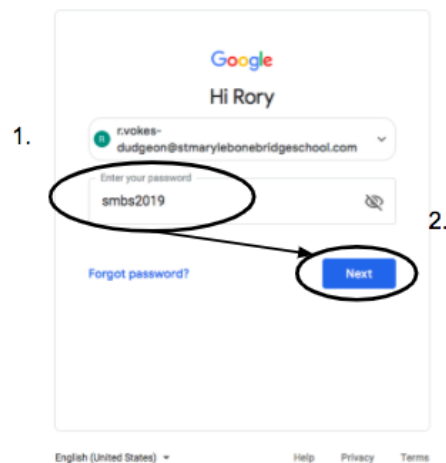
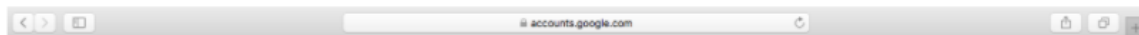
e.g. boris@stmarylebonebridgeschool.com then press **Next**



Step 4: Type in your child's password:

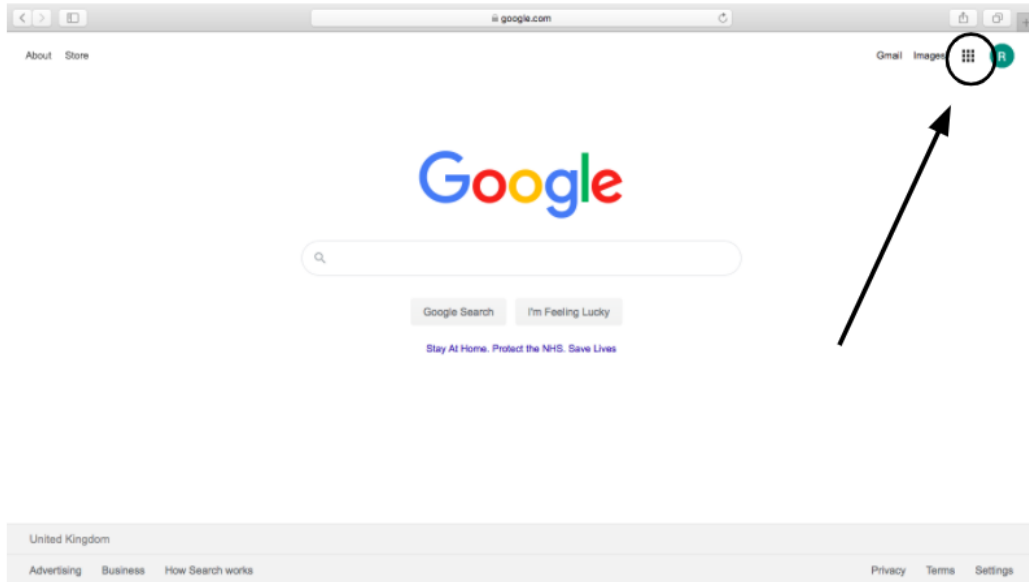
(For some it's smbs2020, others smbs2021 and some have individual passwords)

and press **Next**





Step 5: Click on the 9 dots in the top right hand corner

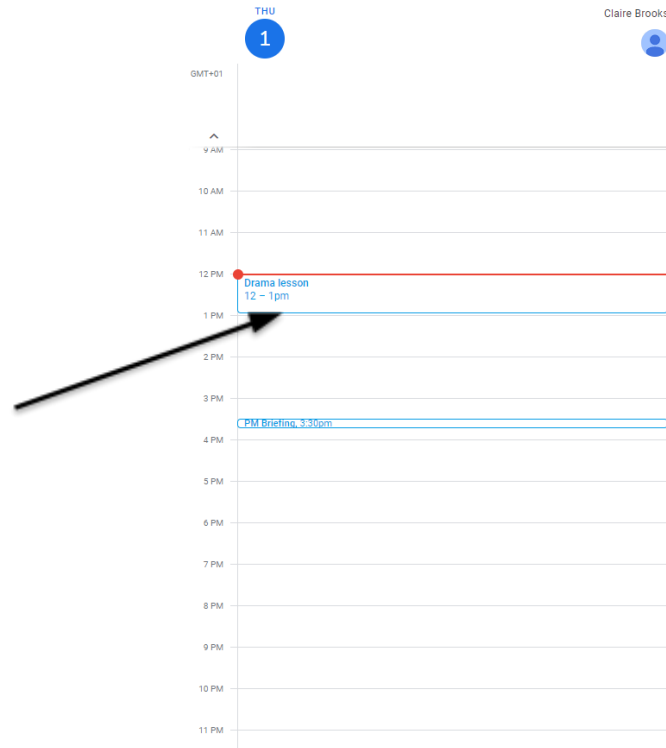


Step 6: Click on Calendar

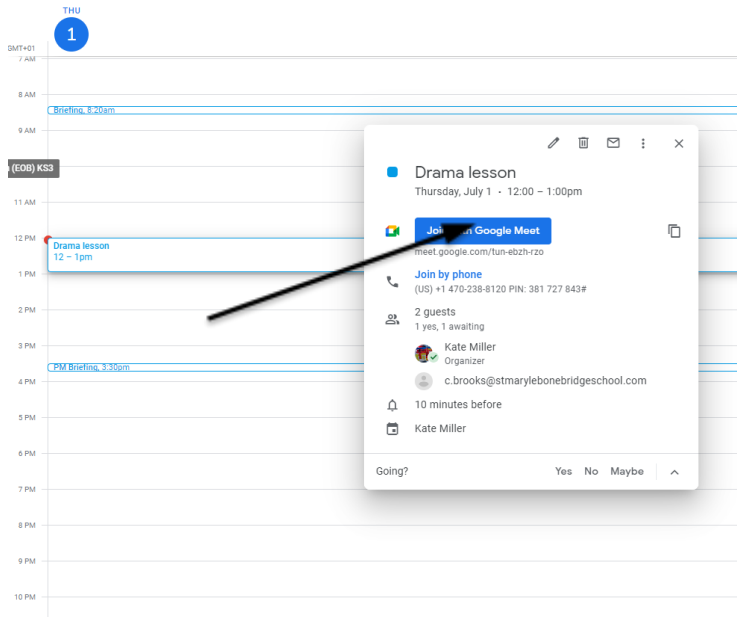




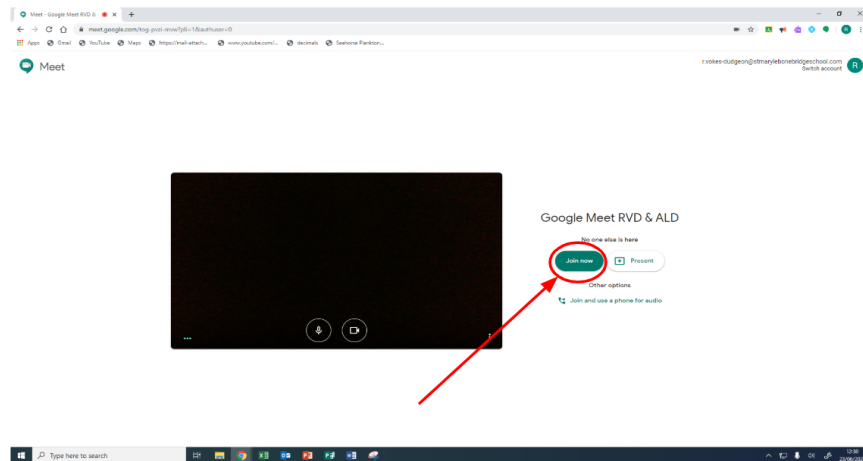
Step 7: Click on the Lesson in Calendar



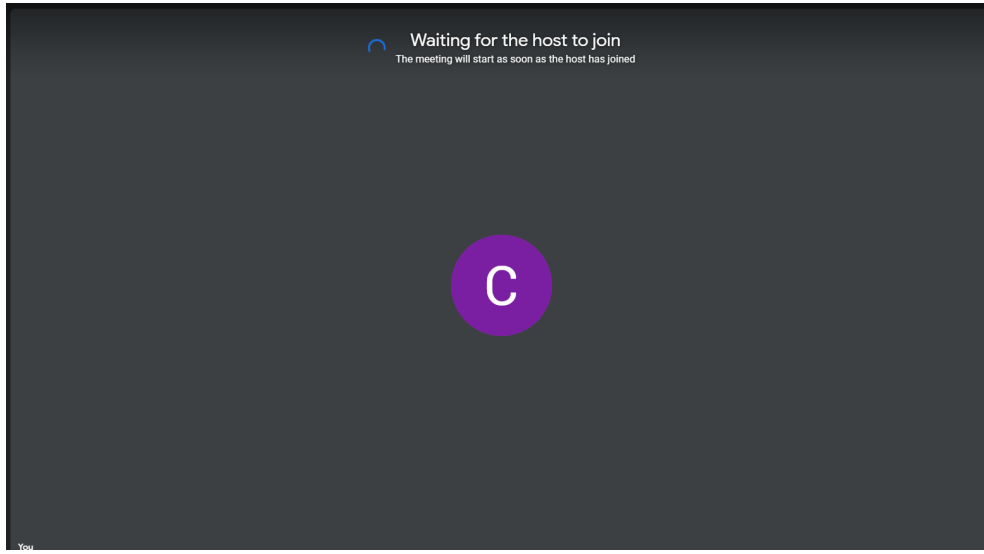
Step 8: Click on "Join with Google Meet" in the blue box



Step 8: Allow use of the camera and microphone and click Join Now.



Step 9: You will not be able to enter the Google Meet until the teacher has joined.



Alternative way to access you Google Meet via Gmail
Follow steps 1-5 and then do the following:

Step 6: Click on Gmail



Step 7: Click to open email invitation from teacher:



☆ Kate Miller

Invitation: Drama lesson @ Thu Jul 1, 2021 12pm - 1pm (BST) (c.brooks@stmarylebonebridgeschool.com) - You have been invited to the foll... 11:59 AM

Step 8: Click on purple meet link

Invitation: Drama lesson @ Thu Jul 1, 2021 12pm - 1pm (BST) (c.brooks@stmarylebonebridgeschool.com) Inbox x



Kate Miller via google.com
to me

11:59 AM (10 minutes ago)

| | | |
|--|---|---|
| | Drama lesson View on Google Calendar When Thu Jul 1, 2021 12pm – 1pm (BST) Who k.miller@stmarylebonebridgeschool.com* <input type="button" value="Yes"/> <input type="button" value="Maybe"/> <input type="button" value="No"/> More options | Agenda Thu Jul 1, 2021 8:20am Briefing 12pm Drama lesson 3:30pm PM Briefing |
|--|---|---|

You have been invited to the following event.

Drama lesson

When Thu Jul 1, 2021 12pm – 1pm United Kingdom Time [more details »](#)

Joining info Join with Google Meet

meet.google.com/tun-ebzh-rzo

Join by phone

(US) [+1 470-238-8120](tel:+14702388120) (PIN: 381727843)

Calendar c.brooks@stmarylebonebridgeschool.com

Who

- k.miller@stmarylebonebridgeschool.com - organizer
- c.brooks@stmarylebonebridgeschool.com

Going (c.brooks@stmarylebonebridgeschool.com)? [more options »](#)

