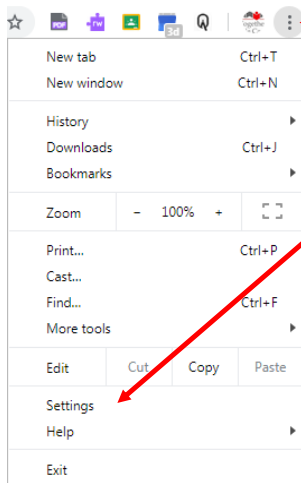




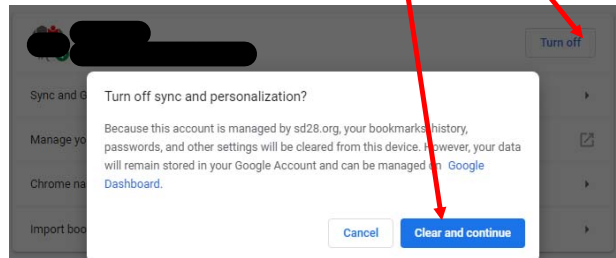
Access to Google Hangouts/ Meet

1. Sign in to your @sd28.org Google account
 - a. Log out of **other** accounts:

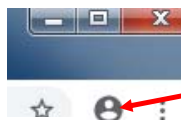


i. Click on 3-dots and Settings

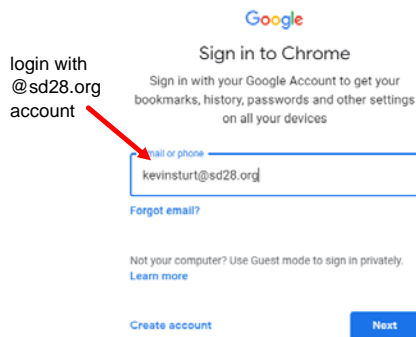
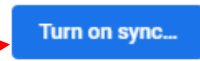
ii. Click on "Turn off" and "Clear and continue"



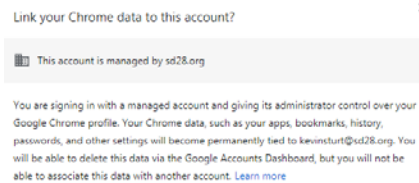
- b. Log in/ Turn on sync for @sd28.org account:



Click on "person" icon and Turn on sync



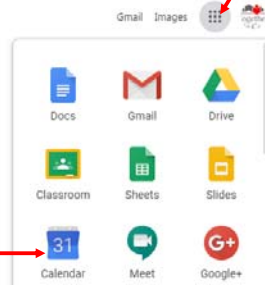
login with @sd28.org account



"Link data"



2. Open a new tab and click on 9-dot waffle to find Google Calendar



Once Calendar opens, double click on a day to open a calendar booking:

**Save when booking is complete



× Add title

Specify time & other details

31 Mar 2020 to 31 Mar 2020

All day Doesn't repeat

Event Details Find a Time

Add location

Add conferencing

Video conference option

Hangouts Meet days before at 11:50pm

Add notification

Kevin Sturt

Free Default visibility

Add description

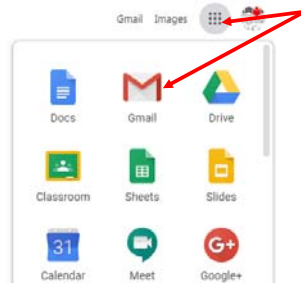
Guests

Add guests

Guest permissions

- Modify event
- Invite others
- See guest list

3. Invited participants can go to "GMail" inbox (@sd28.org account) to access the Hang-out invitation



4. Click on Calendar booking and Join Hangouts meet to begin session.

