**UCPS**
UNION COUNTY PUBLIC SCHOOLS

www.ucps.k12.nc.us

**Technology Services**
721 Brewer Drive
Monroe, NC 28112
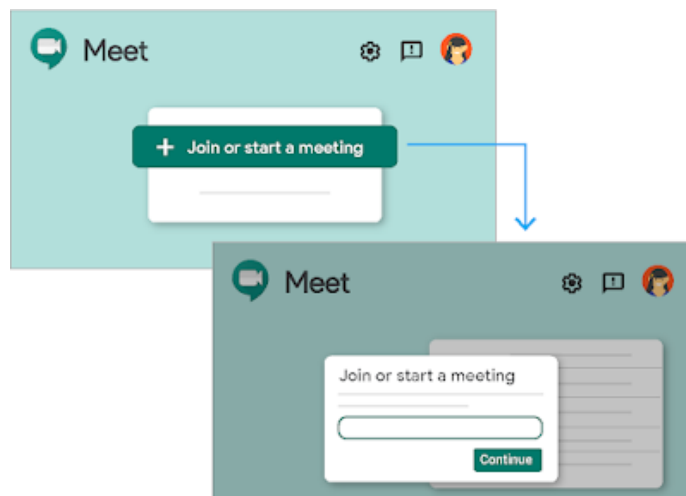Phone 704.296.3143
Fax 704.296.3147

## Google Meet

All UCPS staff can start or schedule an instant web meeting in an internet browser that will enable video access, chat, and sharing screens. (If you receive an email to a Google Meet link, simply click the link to join the call.)

*Quick Note: Currently this access is only granted to UCPS staff members. Students cannot create a meeting invitation using Chromebooks.

## Start or Join a Current Google Meet

1. In a web browser, enter https://meet.google.com.
2. Click Join or start a meeting.
3. Enter a nickname or leave it blank to start your own meeting. Click Continue.
4. Click Join now.
5. To add someone to a meeting, choose one of these options:

   - Click Copy joining info ⬜ and paste the meeting details into an email or another app.
   - Click Add people and choose an option:
     - Under the Invite section, select a name or enter an email address and click Send invite.
     - Under the Call section, enter a phone number and press Call 📞.
     - Camera and Mute can be enabled or disabled based on user preference.
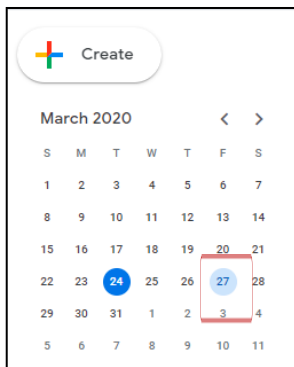
1.  Open your Google calendar.

    https://calendar.google.com/
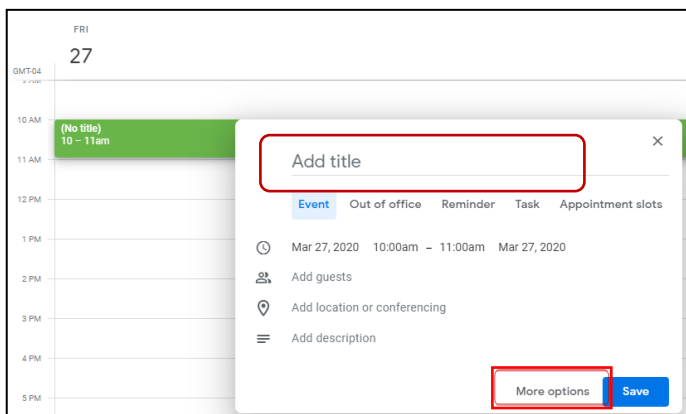
2.  Click the date of the meeting from the calendar on the left of the screen.
    The following meeting example will be March 27, 2020, 10:00 -11:00 a.m.
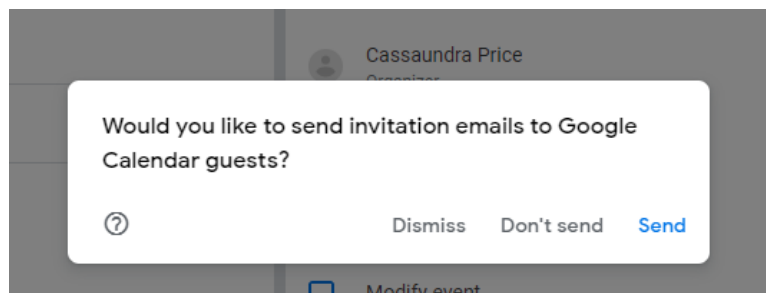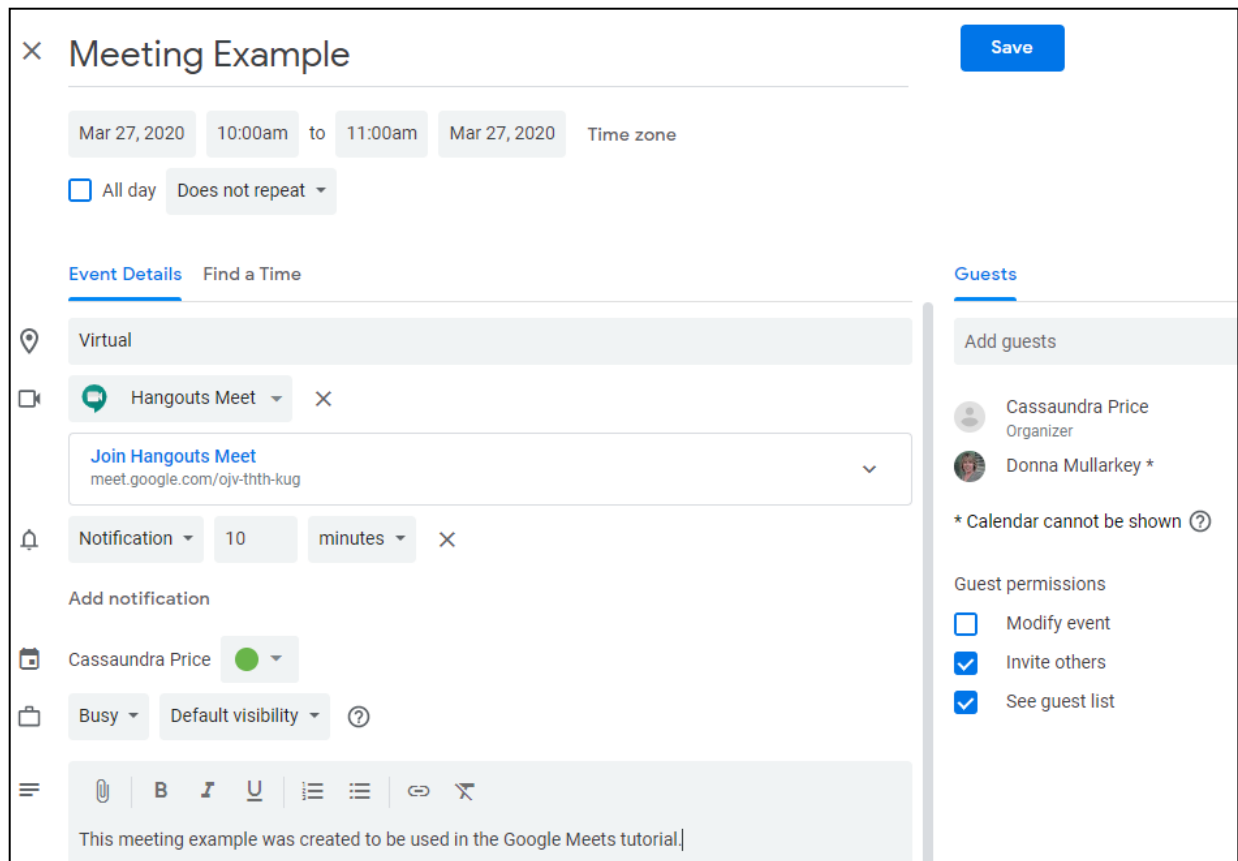
    

3.  The date of the meeting calendar will display on the screen.
    Click the time of the meeting within the calendar day.
    A window will appear to edit meeting details.
    Title the meeting > click More Options.

4.    Complete meeting details.

- **Start and End Time** – Click for editing.
- **Location** – Virtual
- **Add Conferencing** – Hangouts Meet
- **Reminder Options-** "Notification" or "Email" can be selected; you also can click "Add Notification" to set for both > Set the reminder number of minutes
- **Add Description**
- **Add Guests -** As you type names of attendees, you may select names from the Active Directory drop down list.
- **Click Save**
- **Email Invitation-** A window pops up to send the email invitation. Click Send.





If additional assistance is needed please enter a help desk ticket at https://helpdesk.ucps.k12.nc.us.