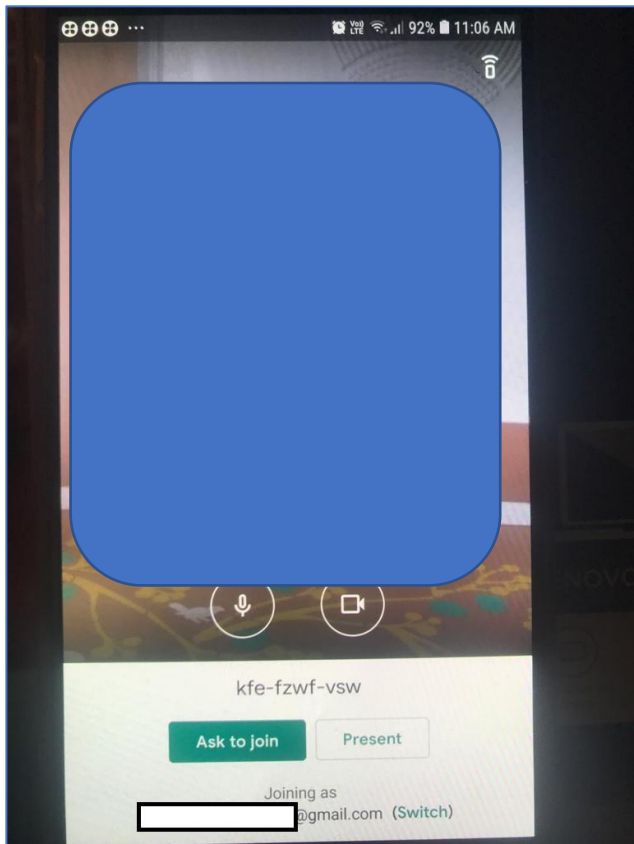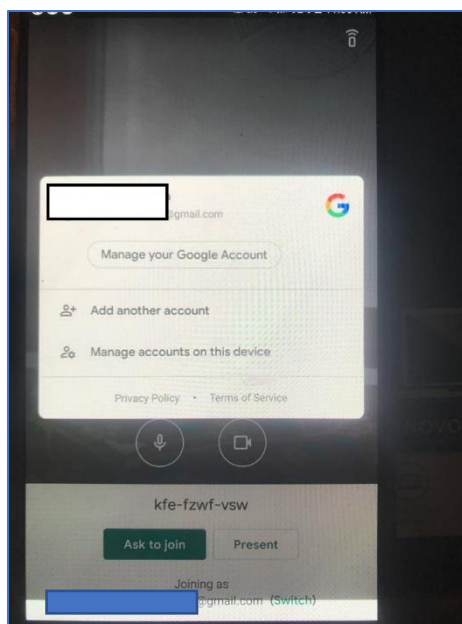# SET UP INSTRUCTIONS FOR GOOGLE MEET APP
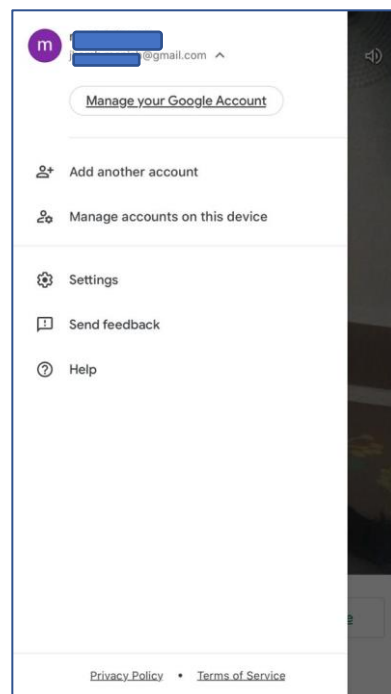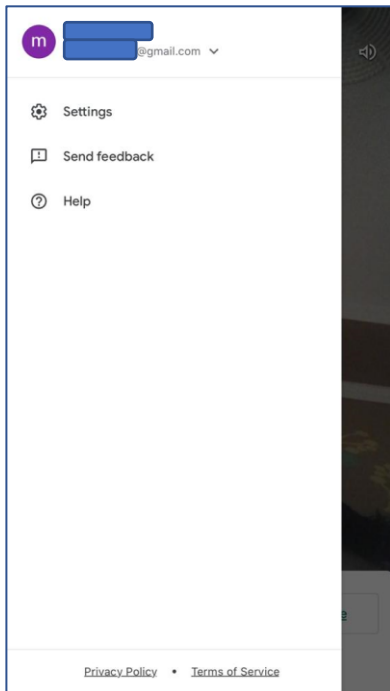
For Android Device

1. Open Google Meet App. Initial screen will be like one of the below given image:

2. The E-Mail Id configured for Google Meet app will be displayed at the bottom of screen or you can view it by clicking on the 3 Horizontal lines present at the top of the screen.
3. For Joining Classes, the E-Mail Id should be same as given by the School, to update it on Google meet app click on "Switch". A screen will open, where you can either update your existing mail id with **Username** and **Password** given by the School.
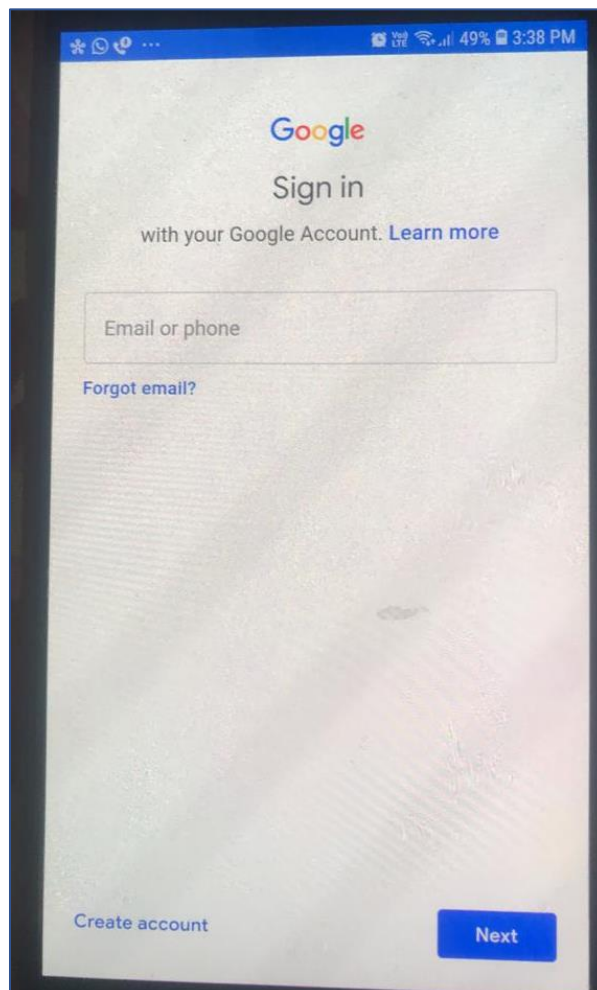
4. OR by clicking on the 3 Horizontal lines at the top of screen, left side window will open as:
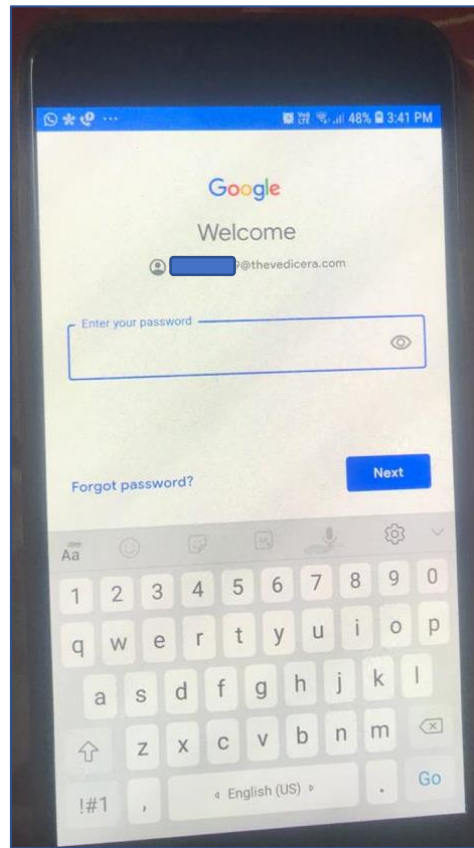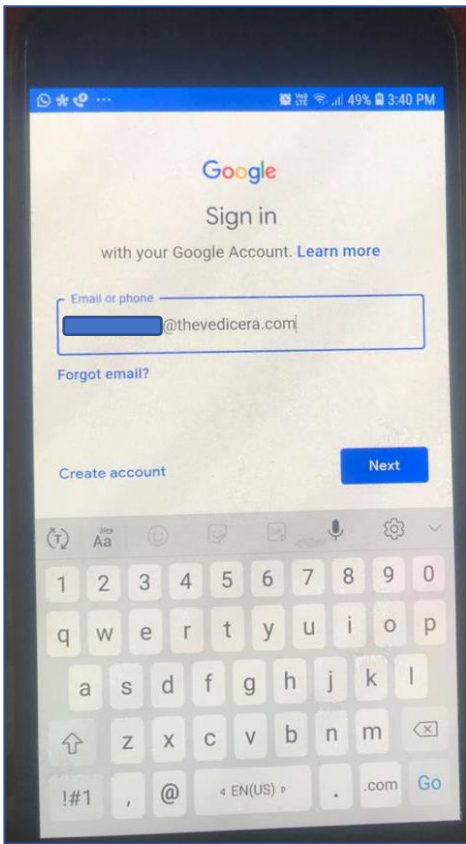

E-Mail Id configured with Google Meet will be visible here, as you click on Down arrow button available next to E-Mail Id. Options to Manage your Google Account or to Add Another Account option will be visible.
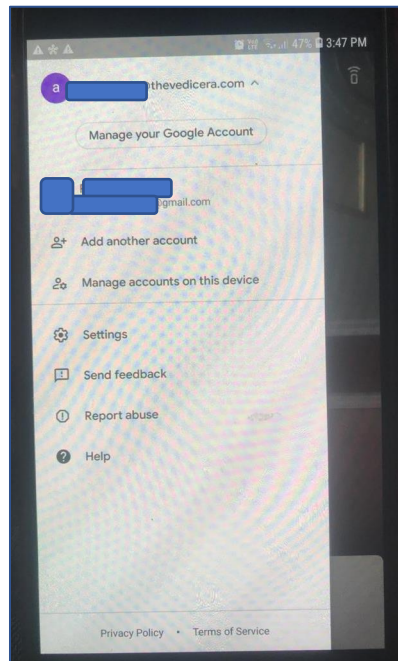
5. You can update existing account by clicking on Manage your Google Account and entering the **Username** and **Password** given by the School.

6. To add Another Account, click on Add another Account. Screen to add new account will appear as:

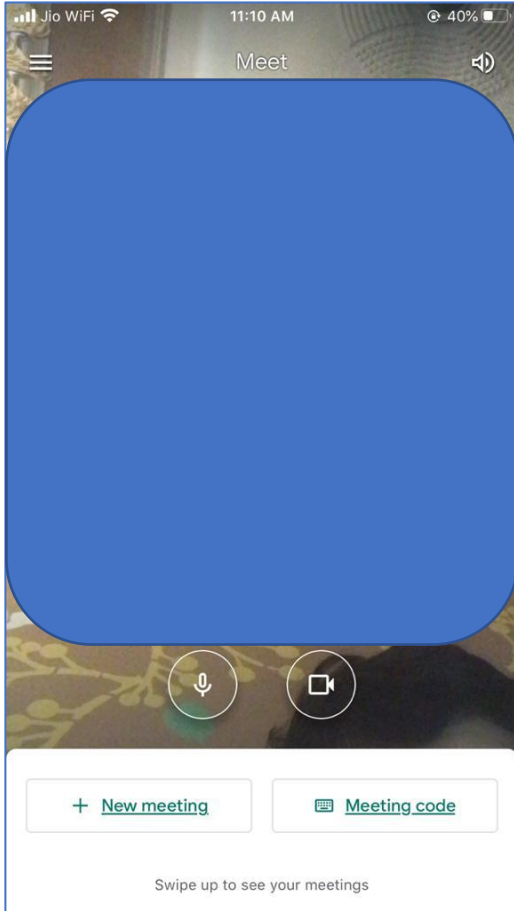7. Enter **Username** and **Password** given by the School

8. As you enter **Username** and **Password** and click on Next, new account is configured for Google Meet account and it is shown in Google Meet app as in below given image:
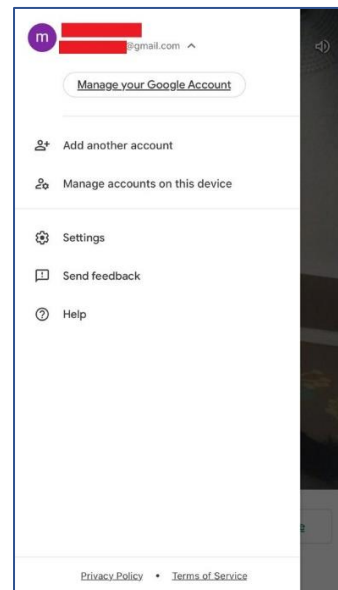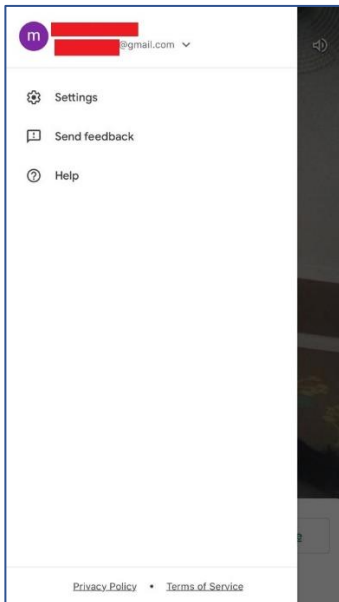

Now the Google Meet app is configured with **Username** and **Password** given by the School and students can join classes by entering meeting code or by click on the class link given in Online class schedule.

For IOS (Apple Device)

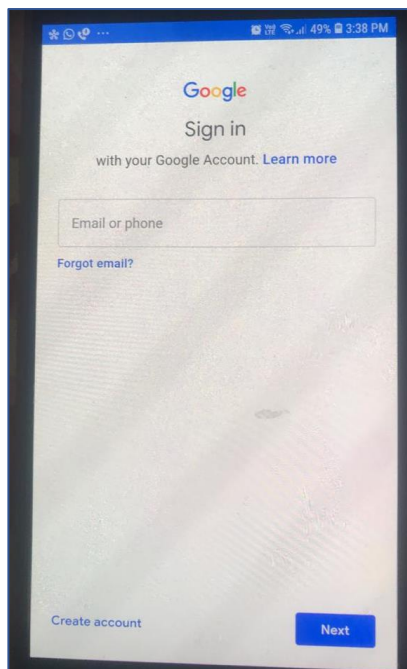1. Open Google Meet App, the home screen will be like below given image:

2. As you click on 3 Horizontal lines at the top of the screen, a screen will open from left side as below given image.
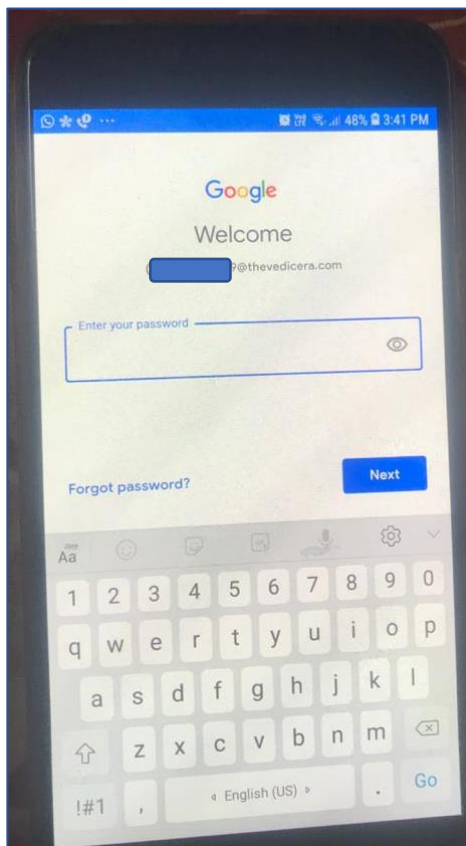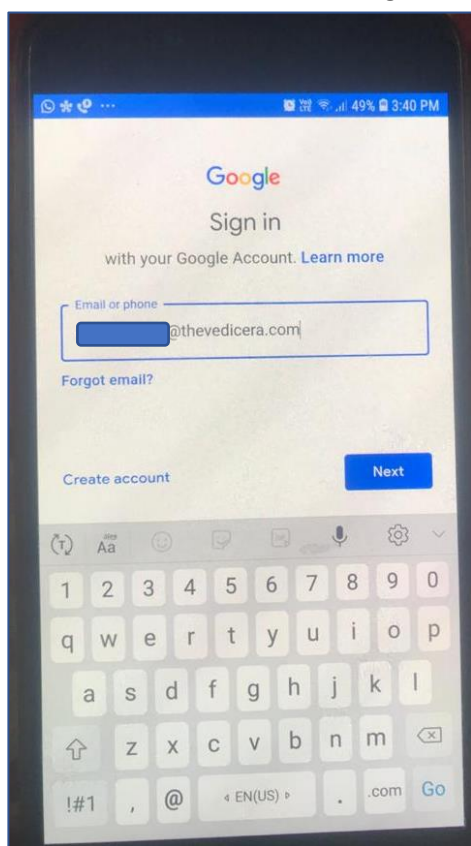

3. Click on the down arrow button to add new account or update existing account as shown in above image.
4. To update your existing account click on "**Manage your Google Account**" and to Add other account click on "**Add another Account**".
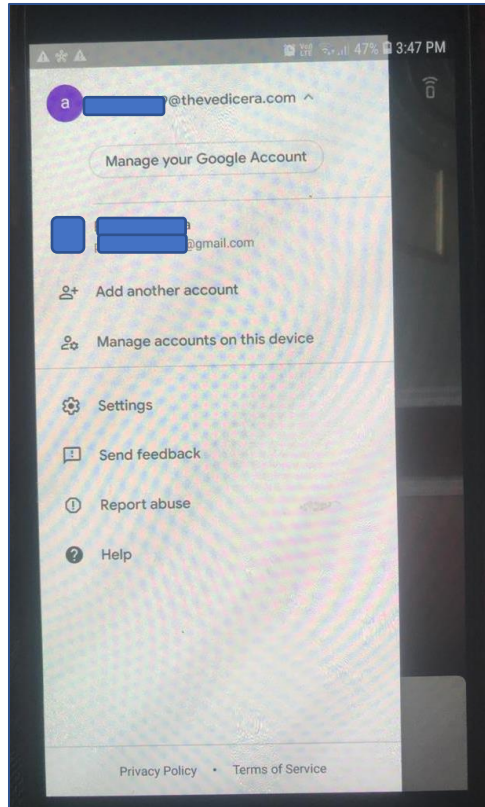
5. As You click on Add Another Account, new screen will open as below:

6. Enter **Username** and **Password** given by the School and click on Next
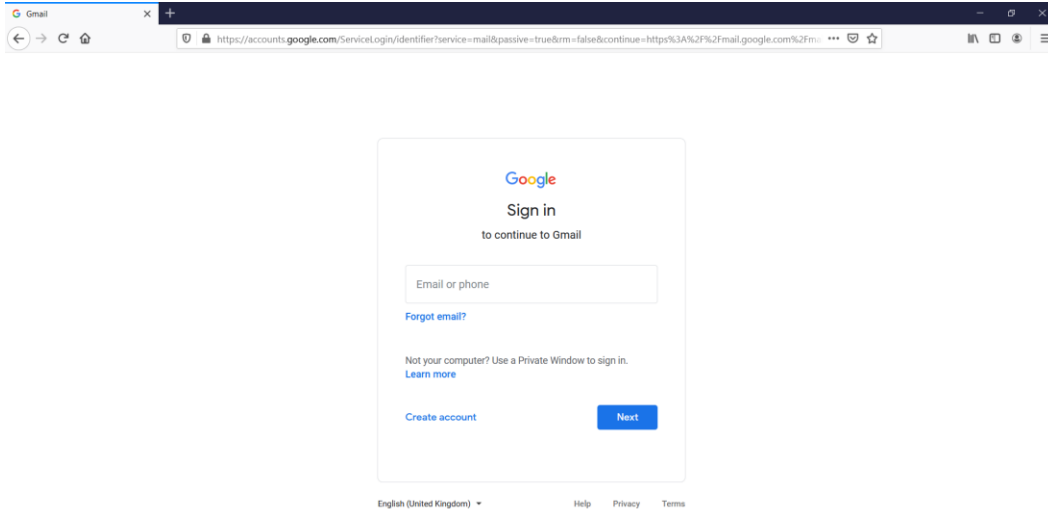
7. As you enter **Username** and **Password** and click on Next, new account is configured for Google Meet account and it is shown in Google Meet app as in below given image:
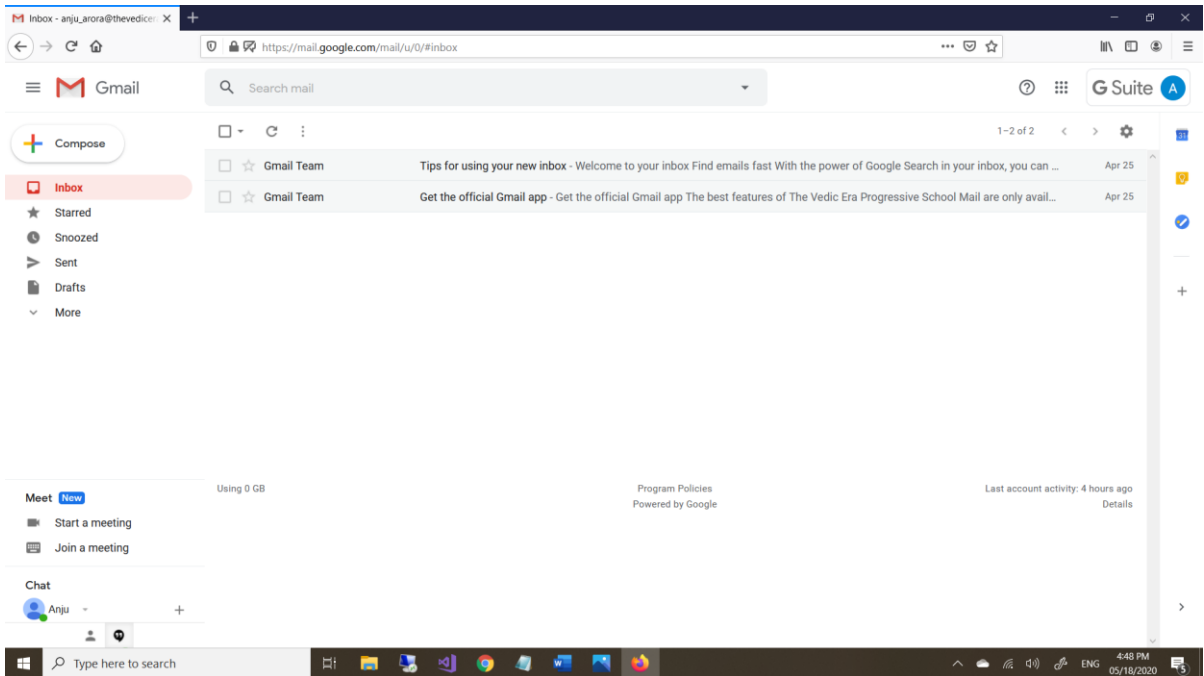

Now the Google Meet app is configured with **Username** and **Password** given by the School and students can join classes by entering meeting code or by click on the class link given in Online class schedule.

For Using Google Meet on Laptop/PC.

1. Open any browser Google Chrome/Firefox/Internet Explorer. Open Gmail from that browser.

2. Enter **Username** and **Password** given by the School.
3. As you login into the Gmail, in the left Panel, Meet tab is available, click on Join a Meeting and enter meeting code to join the Class.

After entering the meeting code student will be able to join the class.

NO USERNAME/PASSWORD OTHER THAN GIVEN BY THE SCHOOL WILL BE ALLOWED TO JOIN THE CLASS.