Login to your child's google account via your phone, tablet or computer. Do this before the booked appointment to ensure everything is working

Make sure you are using your child's Google account. The invitation will not go to your personal email address.

Ensure that you are logged into their google account. Click on the icon at the top of Gmail application and it will show which accounts are accessible and the one that is currently in use.



You might need to install Google Meet onto your device.



An invitation will have been sent to **their** email address. Go to the Waffle in the top right hand corner and select GMail.



An invitation will have been sent to the email.

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Click on the invitation within the email and Google will launch Google Meet

Search in emails	幸		• Active • ⑦ 曰 III Google G
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Invitation:	Test of Parent Meeting @ Sat Nov 5, 2022 9:30am - 10:30am (GMT) (googleadmin@cccpschool.com) Inbox ×	母 凶
Fi Pye to me +			@ 15:24 (1 minute ago) ☆ ∽ 🗄
Nov 5 Sat	Test of Parent Meeting View on Google Calendar When Sat 5 Nov 2022 9:30am - 10:30am (GMT) Who fipye@cccpathool.com* Yes - Maybe No	Agenda Sat 5 Nov 2022 No aerlier events 9:30am Test of Parent Meeting No latar events	
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Saturday N	lov 5, 2022 · 9:30am – 10:30am (United Kingdom Time)	Join with Google Meet	
Guests Meeting link flyre@sccpschool.com organizer meet.google.com/tzh-mkus-zph googleadmin@sccpschool.com meet.google.com/tzh-mkus-zph meet.google.com/tzh-mkus-zph			
View all gu	eest into		
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Invitation from G	cogle Calendar		

This sort of screen will appear, if you have got a camera on your phone, iPad or PC/Mac



Check your audio and video

