

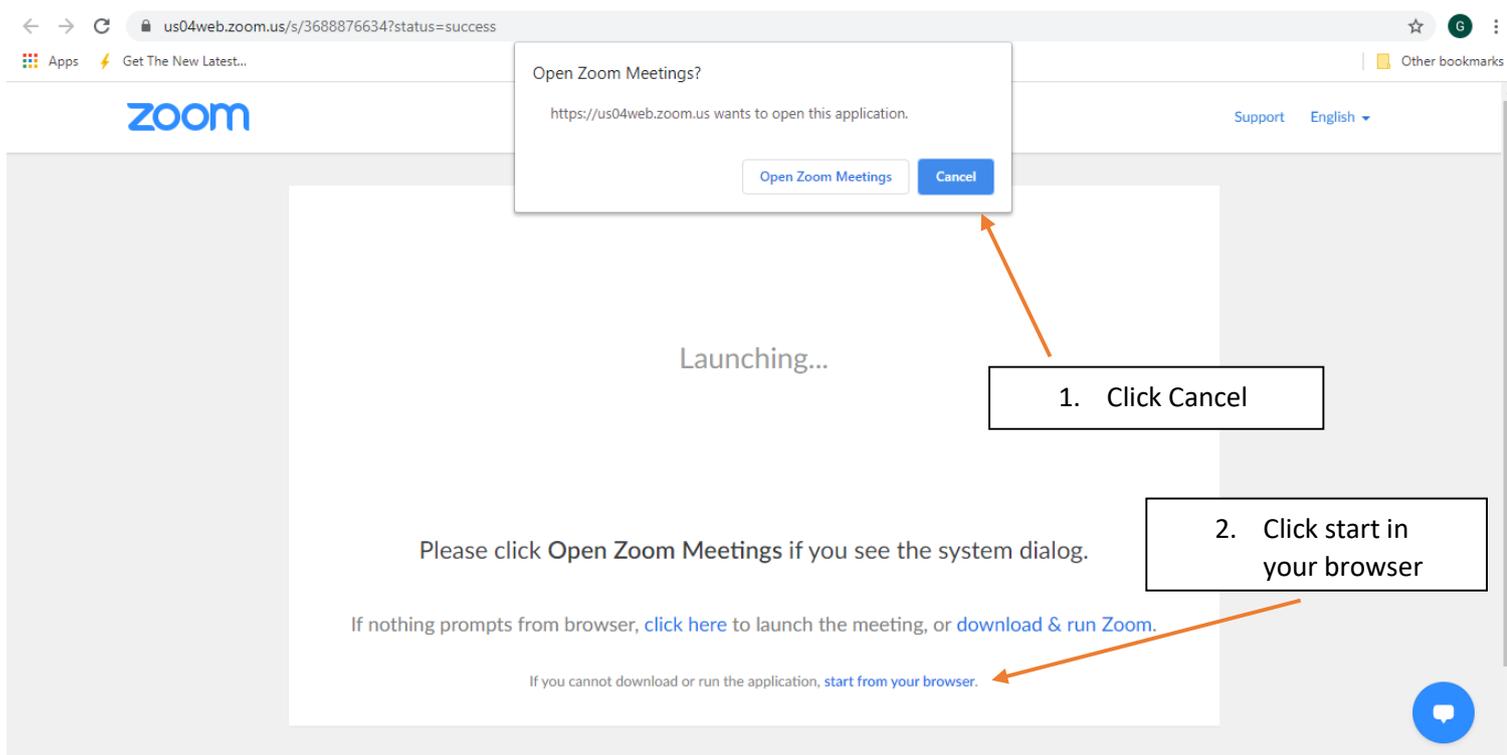
# Joining a Meeting using Zoom, Teams or Google Meets.

To join a meeting for virtual lessons you will be sent an email with the link to join the meeting regardless of the platform used, it may contain a meeting id and password for you to join the meeting.

## To join a meeting in Zoom

When you click on the link to join the meeting you will be taken to a webpage. You do not need an account to sign in but you will need the meeting id and password that was sent in the email. You may need to copy the link and paste it into your browser.

To join the meeting:



Put in your name and click on the Captcha button.

### Join a Meeting

Your Name

 I'm not a robot



Join

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

When asked, put in your meeting Id and the Password that was sent in the email.



### Join a Meeting

Meeting Password

Join

Click on Join with computer audio and click on the Enable Microphone when that pops up. Once you are in the meeting you can click on the Video icon on the bottom left of the screen to start your webcam. Click Allow when asked. It may be in a different location on your mobile.

## To join a meeting in Microsoft Teams



You will be sent an email with the meeting invitation, you will be asked to accept. Once you accept the email will disappear and the event will now be in your calendar. Go to your calendar and click on the event. There will be a 'Join Teams Meeting' link, click on the link to join the meeting.

New event Today May 2020 Month Share Print

May 2020

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

27 Apr 28 29 30 1 May 2 3

10:30 test1

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

1 2 3 4 5 6 7

Add calendar

My calendars

Calendar

United Kingdom ho...

Birthdays

Calendar

test

Mon 18/05/2020 17:30 - 18:00

Join Teams meeting

Graham Tovey invited you.  
You accepted.

Yes, I'll attend

in 11 min

17:30 test

30 min Graham Tovey

Join Teams meeting

Click on Join the Teams Meeting at the right time.

Click on the 'Join on the web Instead'.

Microsoft Teams

Experience the best of Teams meetings with the desktop app

Download the Windows app Join on the web instead

Already have the Teams app? Launch it now

Third-Party Disclosures

Click on 'Join on the Web Instead'

There is no need for a meeting ID or Password as it will be using your school's account which is secure.

## To join a meeting in Google Meets/Classroom



If your teacher prefers to use Google then the process is very similar to Teams. You will be sent an email with the option to Accept or decline the event, click on Yes. The event will be moved to your calendar. Go to your calendar and click on the event.

The screenshot shows a calendar view for May 2020. A meeting titled 'test' is scheduled for Monday, May 18th, from 17:30 to 18:00. A callout box with a double arrow icon points to the meeting entry, with the text: "Click on the double arrow to see the meeting details."

The screenshot shows an email invitation for a Google Meet. The meeting details are as follows:

- Event:** Invitation: (No Subject) @ Mon 18 May 2020 5:30pm - 6:30pm (BST) (dstudent@energy...)
- When:** Mon 18 May 2020 5:30pm – 6:30pm United Kingdom Time
- Joining info:** Join with Google Meet  
[meet.google.com/bdn-gweq-emd](https://meet.google.com/bdn-gweq-emd)
- Join by phone:** +1 402-781-0597 (PIN: 120667099)
- Calendar:** dstudent@energycoastutc.co.uk
- Who:** backup@energycoastutc.co.uk - organiser, dstudent@energycoastutc.co.uk

A callout box points to the meeting link with the text: "Click on the link to start joining the meeting"

Finally type your name in and click the 'Ask to Join' button. Wait to be accepted.

