

HOW TO LOG INTO

STEP 1

Open your web browser and type www.gmail.com in the URL box.

 www.gmail.com

STEP 2

Type in your full student email address and click the 'Next' button.

Hold the 'SHIFT' key and press the number '2' key to create an @ symbol.

Sign in

to continue to Gmail

Email or phone

28jappleseed@freedomarea.org <- @freedomarea.org required

Next

STEP 3

Type in your student password and click the 'Next' button.

Your email password is UPPER and LOWER CaSe sEnSiTiVe

Enter your password

f@Sch123

Next

HOW TO USE Meet

FROM GOOGLE CALENDAR

STEP 1

Log in to Gmail using the instructions above.

You may need to log out of other Gmail accounts to access Meet.

STEP 2

Open your web browser and type calendar.google.com in the URL box.

There is no 'www' in front of this URL.

 calendar.google.com

STEP 3

Click on the meeting you want to join.

Meeting 2

5:15 - 6pm

STEP 4

Click 'Join Hangouts Meet', follow the onscreen instructions, and click 'Join now'.



Join Hangouts Meet

meet.google.com/tcn-pvnp-bui

ALTERNATIVE METHOD

STEP 1

Log in to Gmail using the instructions above.

You may need to log out of other Gmail accounts to access Meet.

STEP 2

Open your web browser and type meet.google.com in the URL box.

There is no 'www' in front of this URL.

 meet.google.com

STEP 3

Click on the meeting you want to join, follow the onscreen instructions, and click 'Join now'.

If you do not see any meetings, the meeting could be over or wasn't scheduled with your email address.

+ Join or start a meeting

4:15 PM

Meeting 1

Now

5:00 PM

Meeting 2