

Signing Into Google Meet



Holy Trinity Lutheran Church will be using Google Meet for all future meetings for staff and groups.

Option 1: Open a Browser (Chrome Users Only)

1. Open an Internet Browser such as Google Chrome
2. Go to Google.com
3. Click the Sign In Button in the upper right hand corner.



Option 2: Open the Meeting via Calendar

To start a meeting you will need to go to the Google Calendar and select your event.

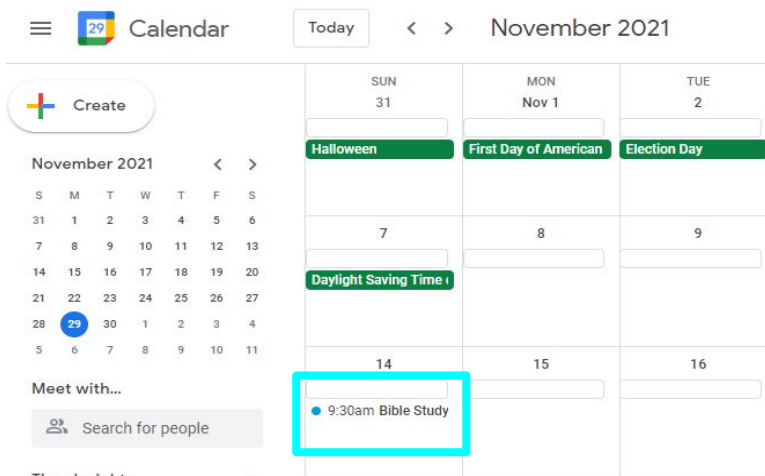
1. Click on the Waffle Icon in the upper right corner



2. Click on the Calendar Icon



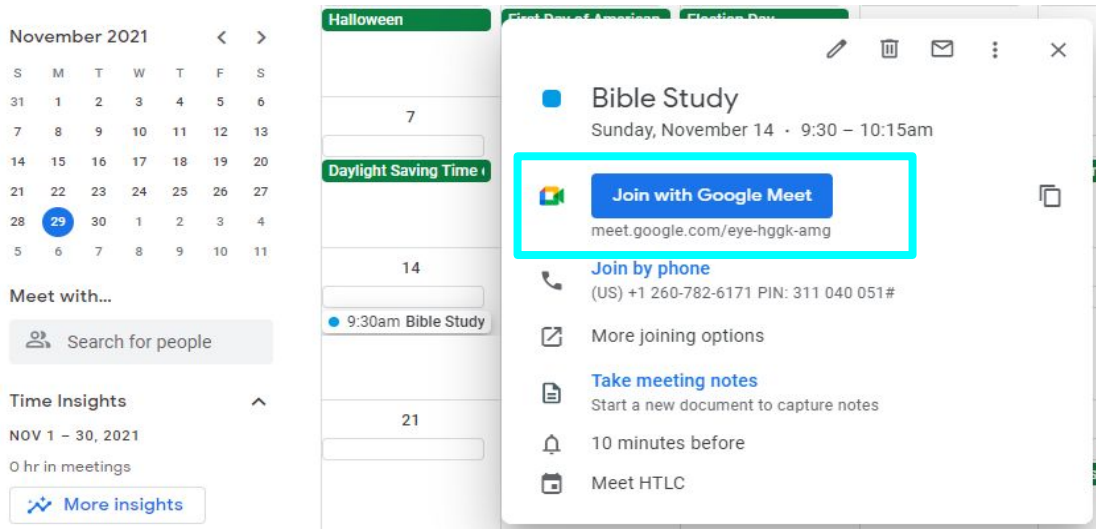
3. Click on the meeting you want to start on the calendar



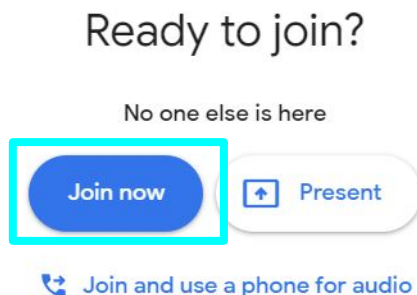
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Option Two: continued

4. Click on Join with Google Meet to start the Meeting



5. If this is your first time opening a Meeting **ALWAYS** Allow Google meet to use your microphone and camera.
Click Allow
6. To start the meeting Click Join Now

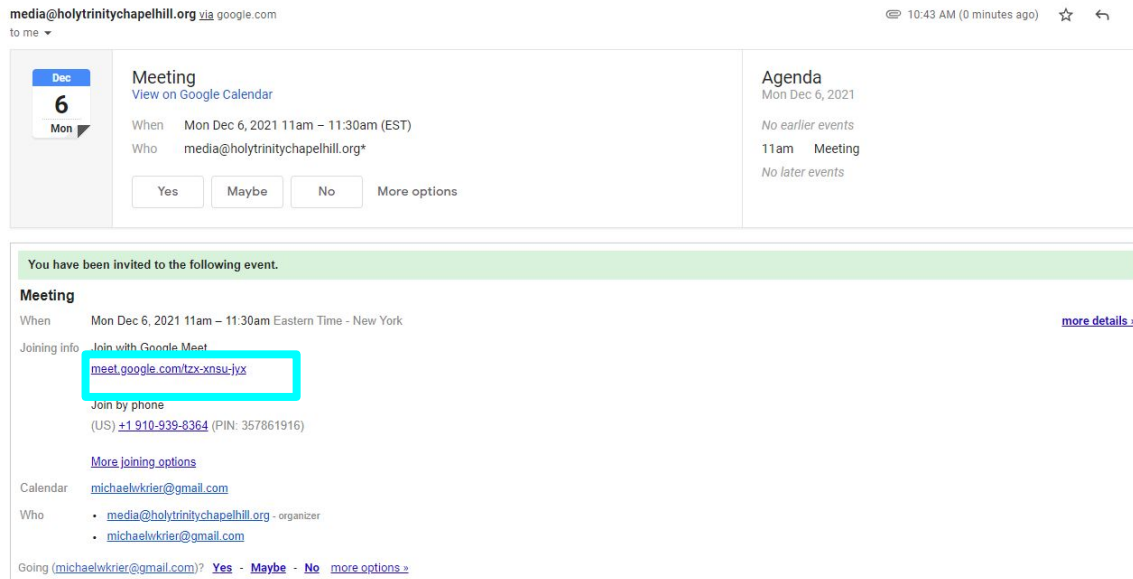


7. You are now the Host of the Meeting

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Option 3: Join via Email

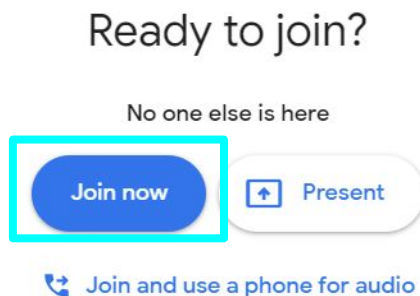
1. Open the meeting Email and Click on the Google meet link



2. If this is your first time opening a Meeting **ALWAYS** Allow Google meet to use your microphone and camera.

CLICK Allow

3. To go to the meeting Click Join Now



4. You will now be in the meeting.