

## Parent's Guide to Google Meet Calls

To increase the safety and security of students in Google Meet sessions, and to ensure that only appropriate students and staff are present, students are no longer able to directly call in. While most students are accessing Google Meet via their BCPS Device, some families still need to be able to access via a phone call. Teachers will still be able to place a call to each family's phone number at the time of the session if this service is needed.

This document also describes how to add the Smart Phone Google Meet App to Android and iOS (Apple) devices which will allow access to classroom sessions without a teacher needing to place a phone call.

- Parents should be aware of the day and time for each of their child's teachers Google Meet sessions.
- When a teacher calls from Google Meet the phone call may appear to come from an unknown number like the following:



The call may also appear to come from **Google Meet** or **Hangouts Meet**.



**Calls from an unknown number, close to the start of a Google Meet session, should be answered.**



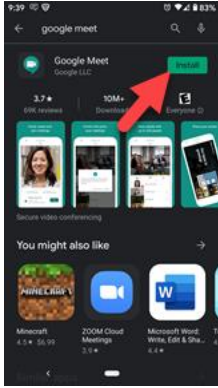
**It is a good practice to MUTE yourself when entering a Google Meet Session.**

**Press \*6 on the phone to MUTE and again to UNMUTE your microphone.**

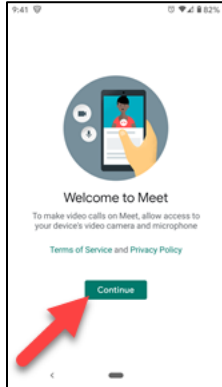
# Google Meet Android Smart Phone App

Students with access to an Android Smart Phone can install the Google Meet App to participate with their teachers online without needing to be called.

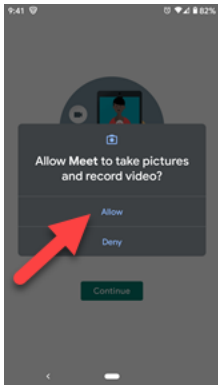
1. Go to the **Google Play store** on your Android device and search for **Google Meet**. Click **Install**.



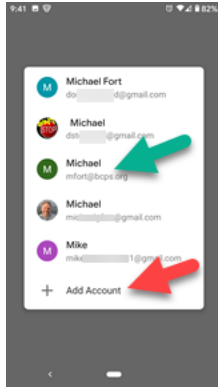
2. After the app installs, open it on the phone. Click **Continue** on the Welcome screen.



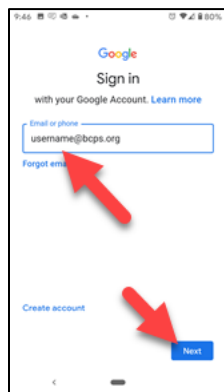
3. You will need to **Allow** both audio and video when prompted.



4. **Now you must log in with your BCPS credentials.** If you have already connected your BCPS credentials to your phone you can select that account (green arrow). If your BCPS account is NOT shown click on **Add Account** (red arrow).

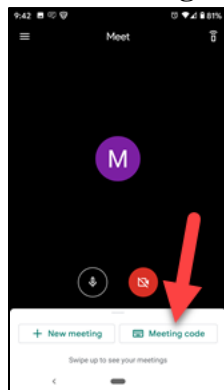


5. If adding an account, enter your BCPS username as an e-mail address **including @bcps.org** and then click **Next**.



Enter your BCPS password when prompted to complete the sign in.

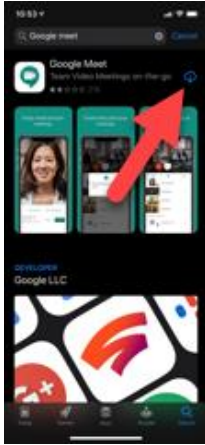
6. Click **Meeting Code** to enter the nickname for your teachers' sessions when it is time.



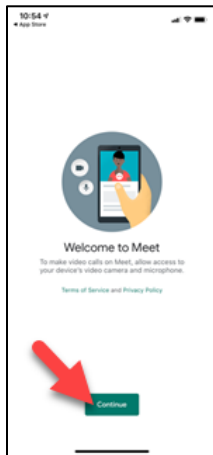
## iOS Smart Phone App

Students with access to an iOS (Apple) Smart Phone can install the Google Meet App to participate with their teachers online without needing to be called.

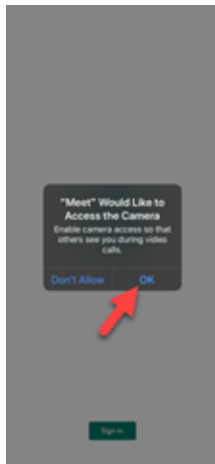
1. Go to the **Apple store** on your iOS (Apple) device and search for **Google Meet**. Click the **Download icon**.



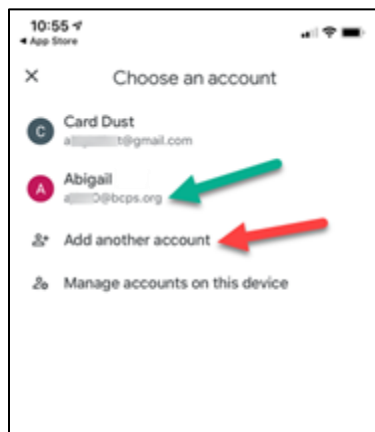
2. After the app installs open the app on the phone. Click **Continue** on the Welcome screen.



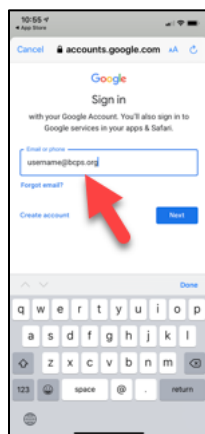
3. You will need to **Allow** both audio and video when prompted by clicking **OK**.



4. **Now you must log in with your BCPS credentials.** If you have already connected your BCPS credentials to your phone you can select that account (green arrow). If your BCPS account is NOT shown click on **Add Account** (red arrow).

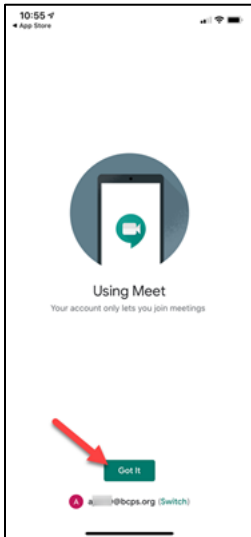


5. If adding an account, enter your BCPS username as an e-mail address **including @bcps.org** and then click **Next**.



Enter your BCPS password when prompted to complete the sign in.

6. A message may appear that indicates that this account can only join meetings. Click **Got It**.



7. Click **Enter a Meeting Code** to enter the nickname for your teachers' sessions when it is time.

