How to Access a Google Meet Video Chat

The Calgary Board of Education has turned on student access to Google Meet/Hangouts to provide opportunities for you to interact with your teachers. Your teachers are looking forward to connecting with you. Teachers and students access Google Meet using their CBE Gmail address (username@educbe.ca) and CBE password (must be 8 characters).

Follow these steps to access and log into Google Meet.

1. Google recommends using the Google Chrome browser for all Google applications. See the instructions for signing into Google Chrome.
2. You should receive an invitation that contains a ‘nickname’ and instructions on how to joint the Google Meet session. Copy that nickname.
3. Go to meet.google.com
4. If you are not logged into Chrome, you will need to Sign In using your CBE Gmail address and password.

   a. If you do not know your email address or password, please contact your classroom teacher and they can send your email or have your account password reset.
   b. If you know your password but it less than 8 characters, you can change it by visiting CBE Password Hub.
   c. If you need other support, see G Suite for Education & Gmail Support or contact your teacher.

5. The first time you use Google Meet, you will be prompted for permission for the app to use your camera and microphone. You must Allow this prompt for Google Meet to work. You can then click the Dismiss button.
6. Once you have logged in, click **Join now**. You will not be able to join the meeting unless the teacher is already started it and joined the session. **To reduce background noise in the meeting, you should turn your microphone off when you enter the meeting, and when not speaking.** You can turn the microphone and camera off using the red buttons.

![Microphone and camera off](image)

7. Once the meeting has finished, it is important to leave the meeting room and then close the browser tab/window.

   ![Close browser tab](image)

8. If you are unable to join a Google Meet at the scheduled time, or if you would like to review the meeting afterwards, your teacher **may** record and share it so you can view it later. Your teacher will send or post the link. If you have questions about accessing a recording, contact your teacher.

**Ongoing G Suite Support**

Supports for students and their families are available on our public [CBE website](#).