**How to use Google Meet**

Preparation:

* **Please ensure you have filled in a consent form from The Manor website before having a lesson through Google Meet:** <https://www.manorprep.org/parents/reply-slips/>
* Your child’s teacher will have emailed you a time for your lesson. Please make sure you are logged on at least 5 minutes before allotted time so you can start the lesson promptly.
* Please make sure you have your “meeting code/nickname” to hand that your teacher has sent you via email. This code will be the same for every lesson.

To use Google Meet:

1. Open your web browser and type in <https://meet.google.com/_meet> (or click on this link)
2. Click “sign in” in the top right hand corner and type in your child’s school Google username and password
3. Click on “Join or start a meeting” and type in the “meeting code/nickname” for your child that your teacher sent (this should be their first name and surname initial plus their form). If you are using the Google Meet app, there should be a button saying “Meeting code” where you can type this in.
4. A screen should appear projecting the image from your webcam. Click the button next to that which says “Join now” (a box might come up but please just cancel it if it does)
5. You should be able to see your teacher and your lesson can start. If your teacher is not there, please wait until a notification comes up saying that they have joined the meeting.
6. At the end of the lesson, hover your mouse at the bottom of the screen again and press the hang up button (the red phone in the centre of the menu)

If there are any problems, please email your teacher or Rachel Pearmain at [rpearmain@manorprep.org](mailto:rpearmain@manorprep.org)