

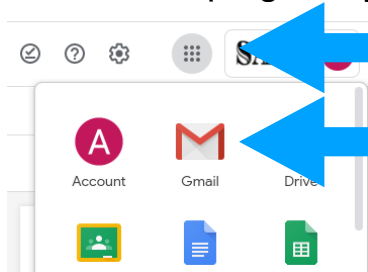
# Checking Email, Accepting Invites, and Joining Meetings

1. After you log in to your computer, Click on the Google drive icon at the bottom of your screen.



Google Drive in the Triangle Icon

2. On the top right of your screen click on the nine dots then click Gmail.

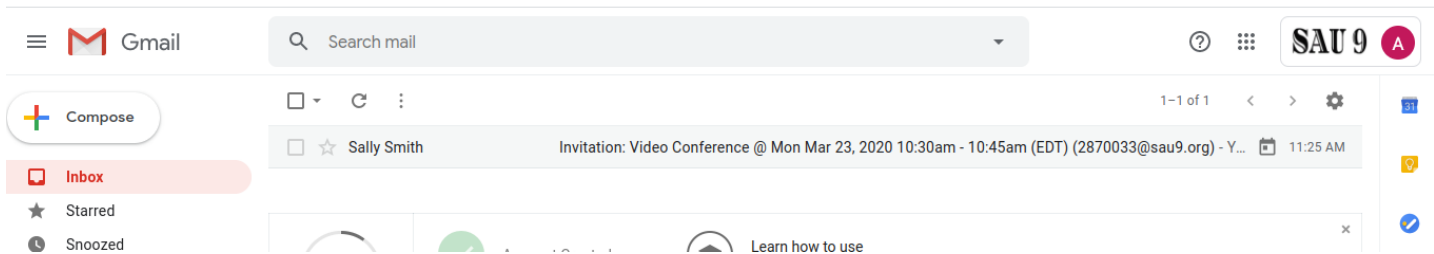


Click on the Nine Dots

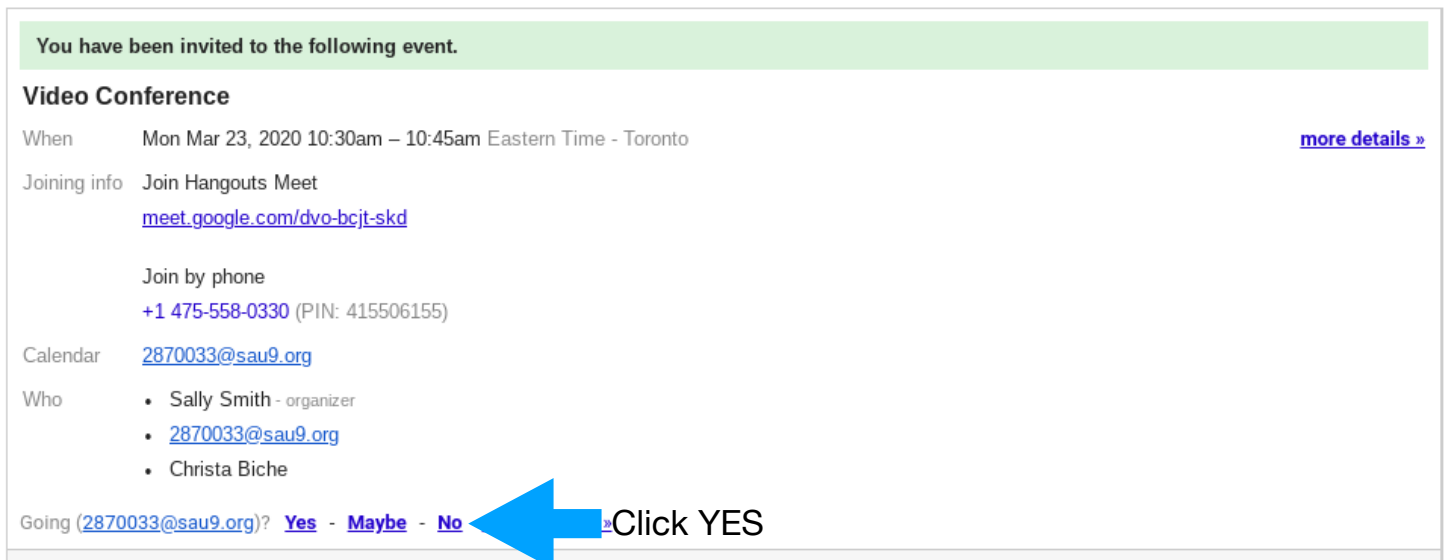
Then Click on Gmail

3. In Gmail, click on the email from your teacher with the conference link.

PTES Bookmarks

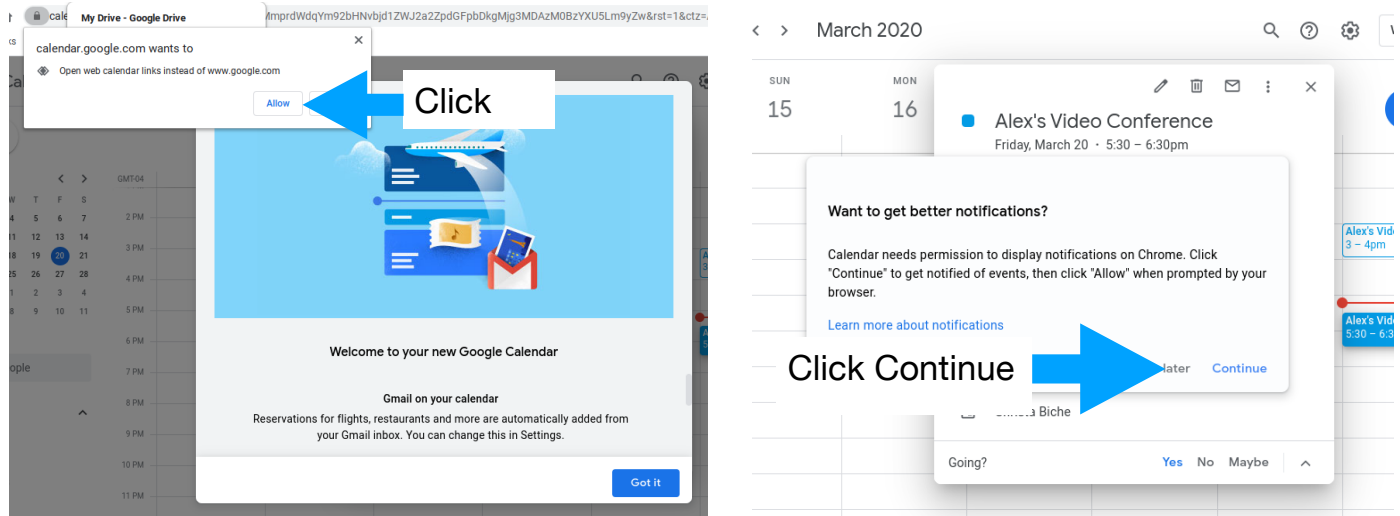


4. Click Yes to accept the conference.

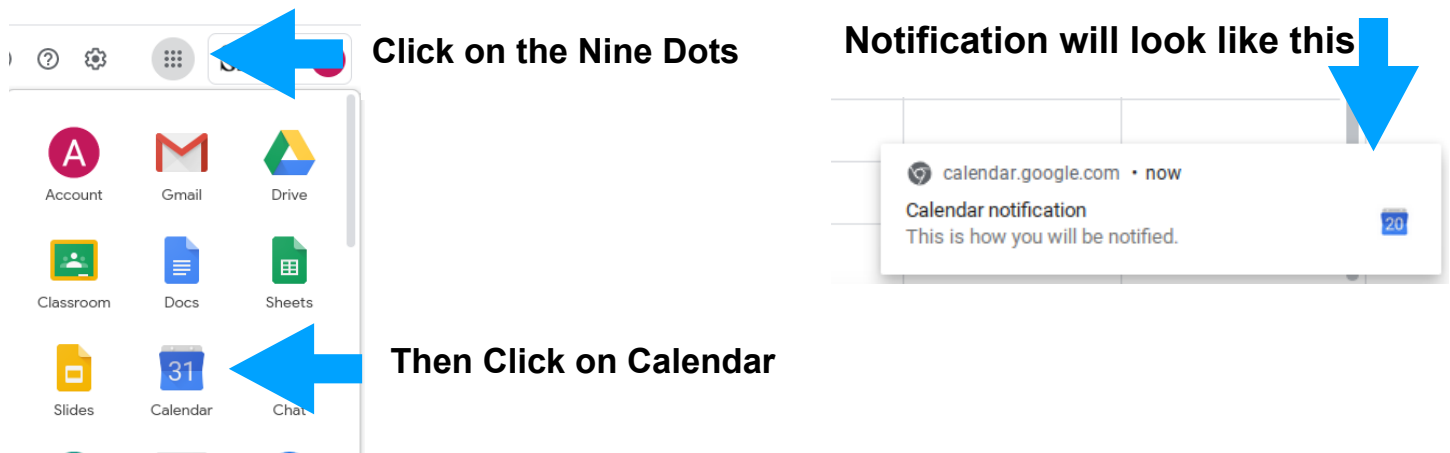


Click YES

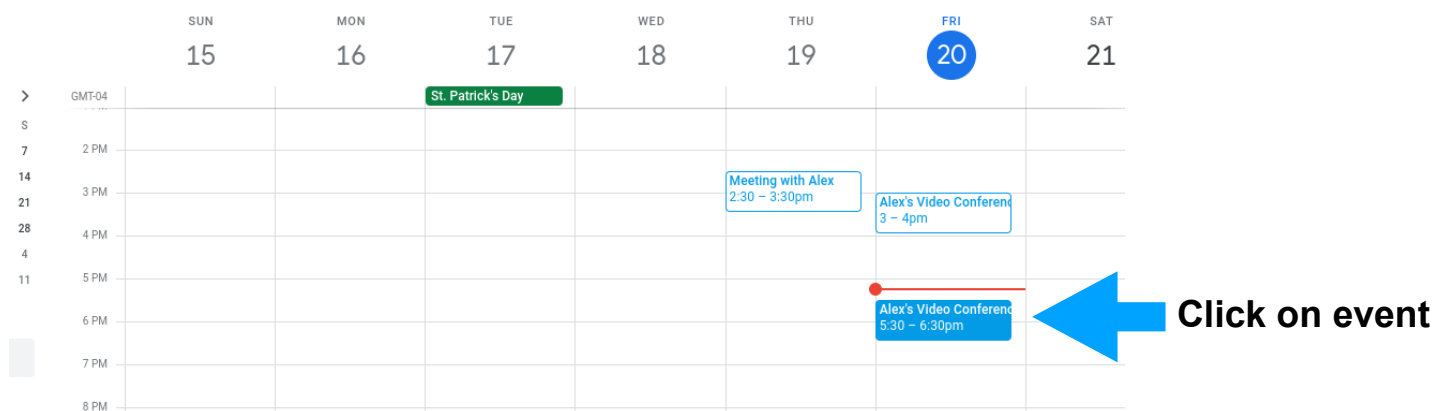
5. This will bring you to Google Calendar. You will need to click Allow and follow the directions to set up your calendar. (if you have already set up Calendar you can skip to step to the next step.)



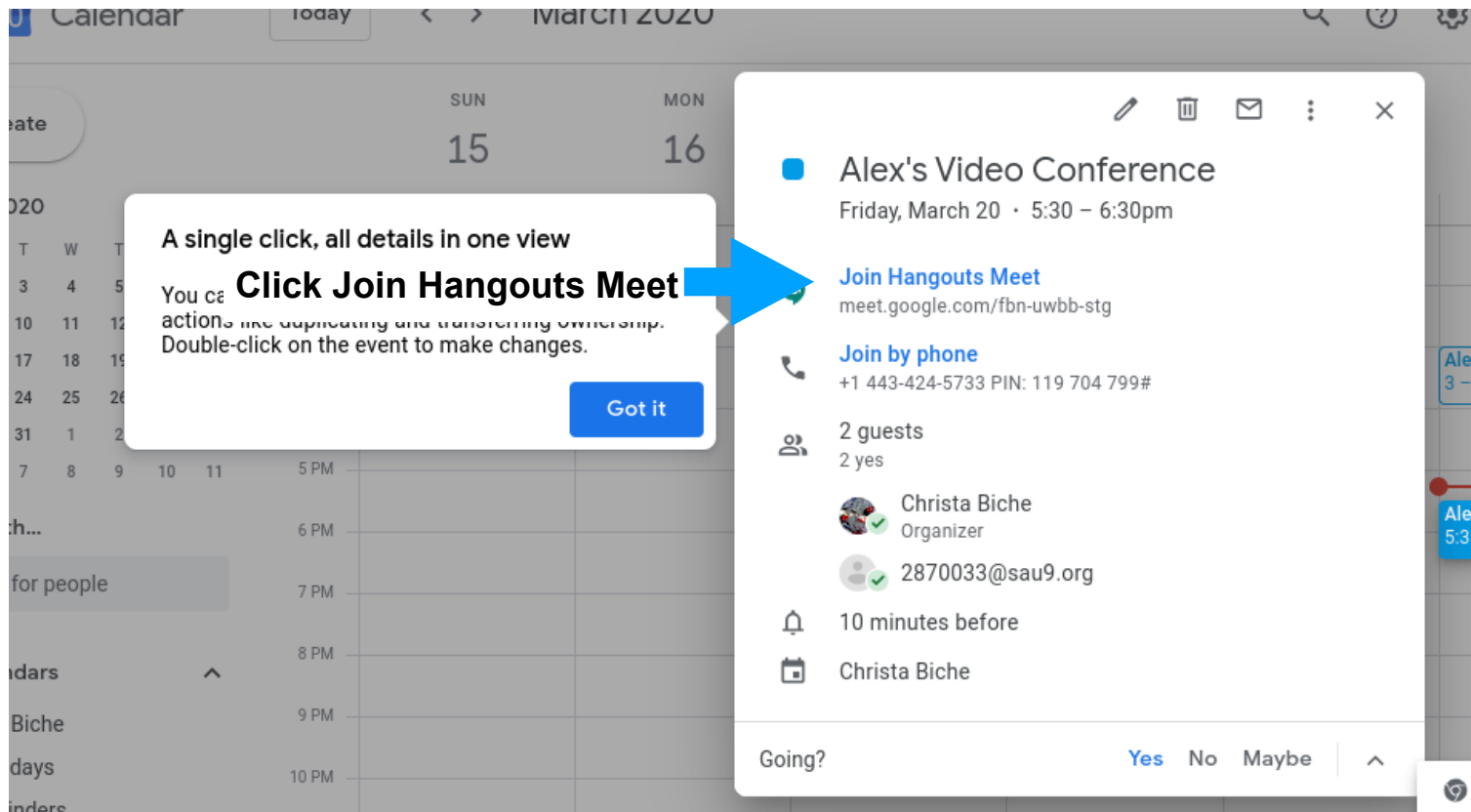
6. When it is time to conference with your teacher go to your calendar; click on the nine dots then Calendar. You may also get a notification pop up on your Chromebook reminding.



7. Click on the conference/event schedule for today.

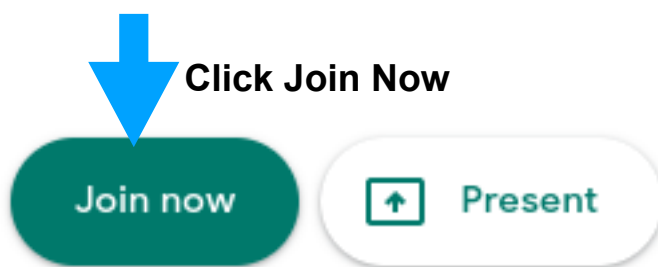


8. Click Join Hangout Meet.



9. Click the Green Join Now.

## Alex's Video Conference



Other options

 Join and use a phone for audio

10. If your teacher is not there yet, please wait patiently. They will be there soon.