

HOW TO JOIN A “GOOGLE MEET” VIDEO (OR AUDIO) MEETING

NOTE: If you are using an iOS or Android mobile device, you will not be able to participate in a Google Meet video conference unless you have a Google (Gmail) account.

NOTE 2: If this is your first-time using Google Meet, you may need to download the Google Meet app on your device.

You will receive an invitation to join the meeting on a specific day and time. There are four ways you can join a Google Meet.

Keep in mind that when you expect to receive an invitation to join a meeting or any other notification being sent via email, you need to regularly check your email spam folder. Your email security protocols may not recognize the email source and will automatically move it to your spam folder.

1. You will receive an email with a live link that allows you to join the meeting. Click on [Join with Google Meet](#) or [Join by Phone](#). If the live link does not work, the email will also have a phone number you can use to dial into the meeting. You will need to enter the PIN provided in the invitation. In both cases, you may have to “ask to join.”

Invitations to Google Meet *may* look like this:

The screenshot shows an email invitation for a Google Meet. At the top, a green banner reads "You have been invited to the following event." Below this, the event title "AL Leadership Discussion" is displayed. The "When" section indicates the meeting is on "Mon Aug 16, 2021 10:30am – 11:30am Eastern Time - Toronto". Under "Joining info", there are two options: "Join with Google Meet" and "Join by phone". The "Join with Google Meet" option includes a link to "meet.google.com/rqt-xtkp-kyf", which is highlighted with a yellow box and a red arrow pointing to a box labeled "Meeting Code". The "Join by phone" option includes the phone number "+1 631-621-7381" and the PIN "642008555", both highlighted with yellow boxes and a red arrow pointing to a box labeled "Phone number and PIN number".

2. You can join a Google Meet using your Google Calendar.

If you used a Gmail address in your request for assistance, the Meet invitation **may** appear as an event in your Google calendar. You can join by opening the event on your calendar. Click the link to join from there. Or join the meeting from your Gmail as described in Step 1. Again, you may have to “ask to join.”

3. Join the meeting by using a web browser or search engine: If the live links do not work to join the meeting and you do not have a **Google account**, you can join the meeting by going to the Google Meet website (see below).

JOIN A VIDEO MEET SESSION FROM THE GOOGLE MEET WEBSITE

- Open a web browser, enter <https://meet.google.com>
- Click “Enter a code or link”

OR you can join by using your **Google browser** and enter the meeting code provided in your email notification (see illustration in #1 above).

4. Join a Google Meet by phone:

JOIN A GOOGLE MEET PHONE-ONLY CONFERENCE

You can also use Google Meet to participate in a phone-only conference.

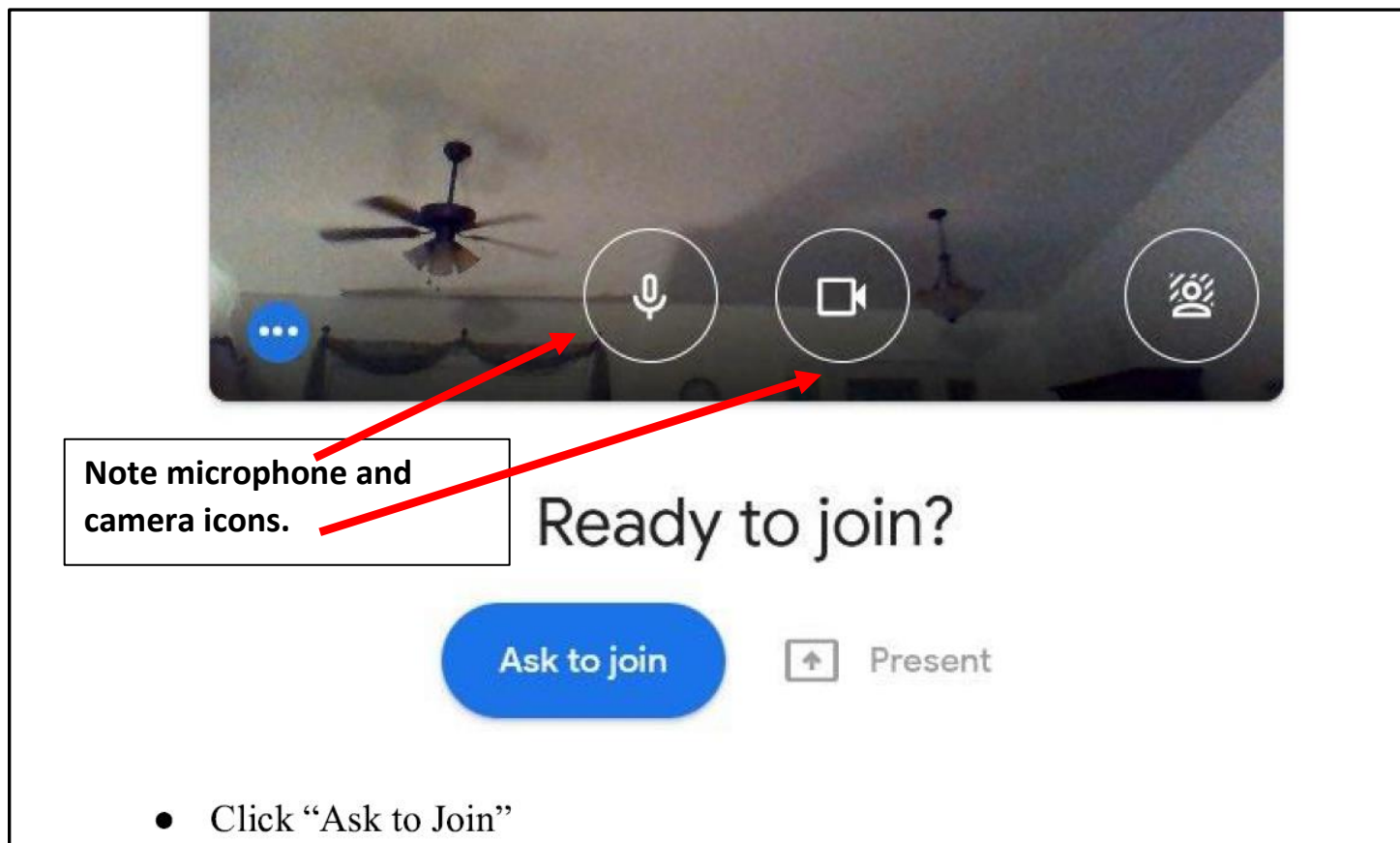
- The Counselor scheduling the meeting will either send you a meeting invitation or an email containing the phone number and PIN needed to join the phone conference
- Dial the number provided and enter the PIN when prompted to do so.

You can also receive a phone call from a Counselor who has logged onto a Google Meet session. The person in the meeting will enter your phone number to add you to the meeting. You will receive a telephone call and will be able to speak with the Counselor. The caller-ID number on your display will be **617-675-4444**. You will know what date and time our volunteer will call, please answer the call; we will only call you for matters related to preparation and filing of your tax return.

NEXT STEPS:

What to do when you request to join the meeting:

- If you are joining a video meeting for the **first time**, the system will ask you to allow the Gmail/Google Meet app to access your microphone (audio) and camera (video); click OK or YES. The Google Meet app may ask you to allow recording of video or audio. Do not allow.
- Here is an example of what you may see when you log in to the meeting:



Once you are in the meeting, the meeting host (AARP Alternative Tax Preparation Volunteer) will assist you with any technical issues or questions you might have about how to function in the Google Meet environment.