

Parent Guidance for Google Meet (Hangouts) Video Meetings

1. After your appointment is scheduled, you will receive an email, text or calendar invitation from WIC to join a Google Meet meeting.
2. Decide which device you will use. Select one of the following links to watch an informational video before your meeting.
 - a. How to join a Google Meet meeting on my [desktop](#), [iphone/ipad](#), or [android](#).
 - b. **Note:** If you do not have a Google or Gmail account, you must select the link using a computer for your appointment. You cannot join a meeting from a mobile device without a Google or Gmail account.
3. About 5 minutes before your appointment time, select the link in your email, text or calendar invitation from your Google Calendar, Google Meet or Gmail.
4. Enter the name you want displayed turn on your audio and video.
5. If you arrive prior to WIC Staff, you will be placed into the waiting room. Staff will admit you into the meeting after they arrive. You may need to unmute yourself when the meeting starts.
6. If you are having trouble connecting, you may also join your appointment by telephone:
 - a. Dial the phone number provided in your invite.
 - b. Enter the pin and # when asked.
 - c. If you dial into your meeting before it starts, you may get an error message.
 - d. To mute or unmute, adjust your phone volume or press *6.
7. If you need further guidance, please call the WIC office at ____.