

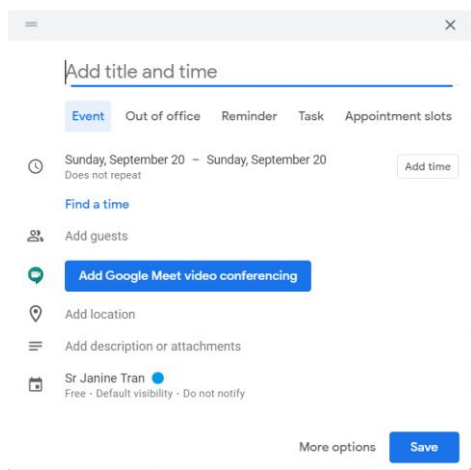
Instructions for Creating Google Meet For Catechists

Creating a Google Meet (live stream session)

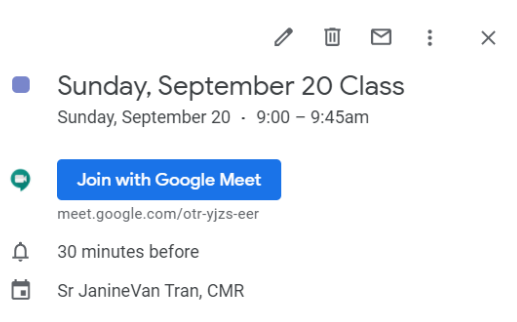
1. Sign into your Gmail account.
2. Click on the Google Apps icon (upper right hand corner of screen; it looks like 9x9 dots)
3. Find and click on the Google Calendar icon.



4. Click on the day you want the Google Meet.
A small window will pop up:



- a. Enter the name of the class (Ex: September 20 class)
- b. Click on date to choose the date of Google Meet/PSR class.
- c. Click on "Add time" to choose time of PSR session.
- d. Click on "Add Google Meet videoconferencing"
- e. Click "Save"
- f. Click on class in Calendar.
A small window will pop up



- g. Copy the Google meet info
- h. Paste the Google Meet info into the Stream or Classwork.
- i. When you are ready to join the Google Meet, click on blue button "Join with Google Meet".

THANK YOU for BEING Jesus' FACE during these times!