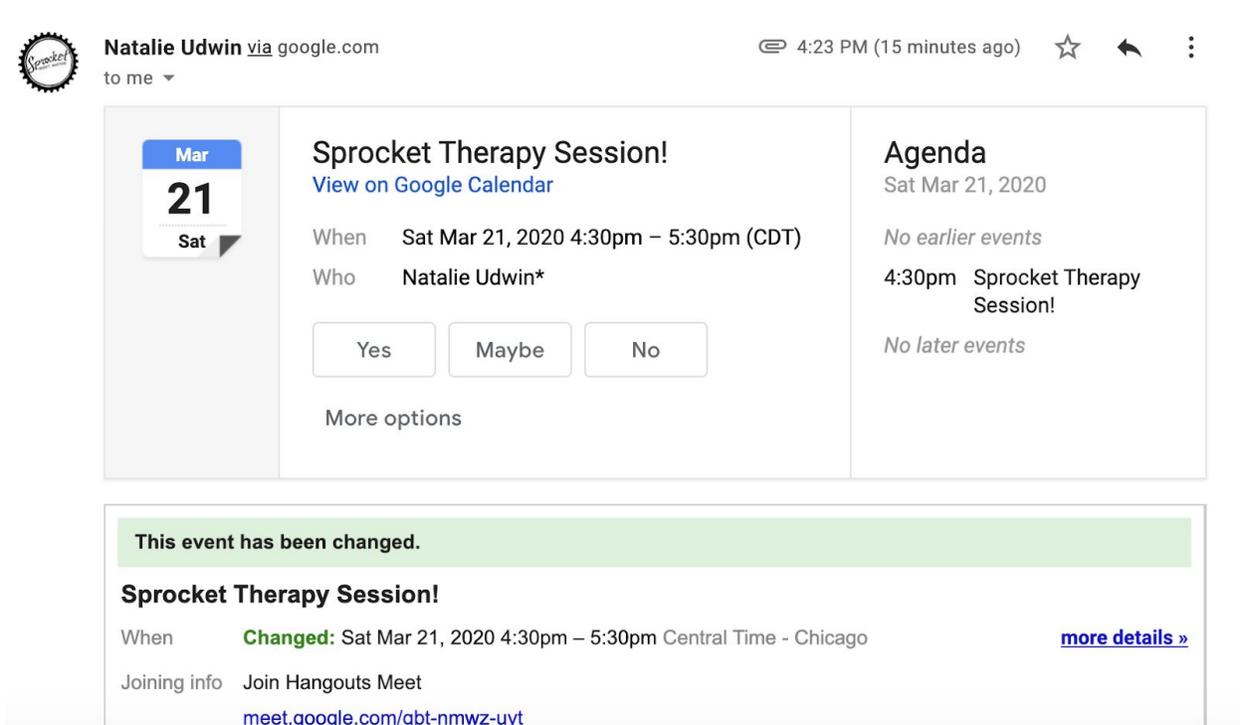


# GOOGLE MEET INSTRUCTIONS

## Accepting the Calendar Invitation

You will be receiving a calendar invitation in your email from your therapist for your upcoming virtual therapy session. You may complete this session using a computer, tablet or smartphone (we recommend computer or tablet).

The email will look similar to this (depending on your email system).



The screenshot shows an email from Natalie Udwin via google.com, received at 4:23 PM (15 minutes ago). The email contains a calendar invitation for a "Sprocket Therapy Session!" on Saturday, March 21, 2020, from 4:30pm to 5:30pm (CDT). The invitation includes a "View on Google Calendar" link, "When" and "Who" details, and response buttons for "Yes", "Maybe", and "No". An "Agenda" section lists the event for Sat Mar 21, 2020, with "No earlier events" and "No later events". Below the invitation, a green banner states "This event has been changed." followed by updated details for the "Sprocket Therapy Session!" including a "When" field with a "Changed" status, "Joining info" to join Hangouts Meet, and a "more details »" link. The meeting link is [meet.google.com/gbt-nmwz-uyt](https://meet.google.com/gbt-nmwz-uyt).

Click "yes" to accept the invitation and it will be added to your calendar.

## How to Join a Session

When it's time for your session, please locate either the email invitation or the event on your calendar and click the link to join the Hangouts Meet.

The link may look similar to this:

Joining info Join Hangouts Meet

[meet.google.com/gbt-nmwz-uyt](https://meet.google.com/gbt-nmwz-uyt)

Join by phone

+1 641-812-2379 (PIN: 311578801)



**If using a computer:** If you are joining from a computer (we suggest using Google Chrome), when you click that link you will see yourself on the screen. If you have never done this before, you will be asked if you want to use your computer for audio and video, select yes.

Click “Join now”

(If you do not see “Join now” and instead see “Ask to join”, click “ask to join” and your therapist will let you in)



**If using a mobile device:** If you are using a tablet or phone, upon clicking the link to join the meeting you will be prompted to download the **Google Meet app**. Please download the app and join from there.



Sprocket Therapy Session!

No one else is here

Join now

Present

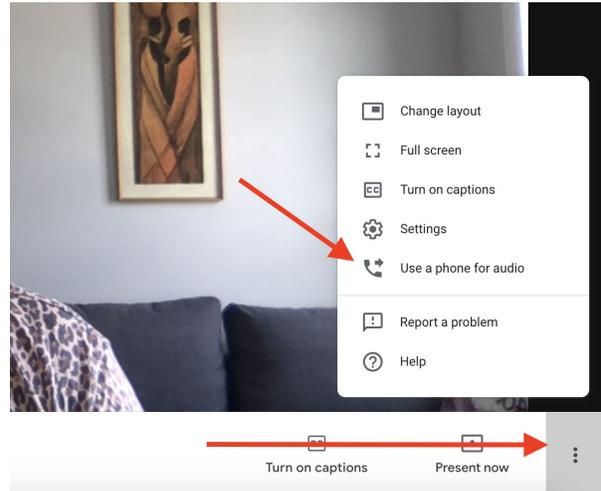
Other options

Join and use a phone for audio

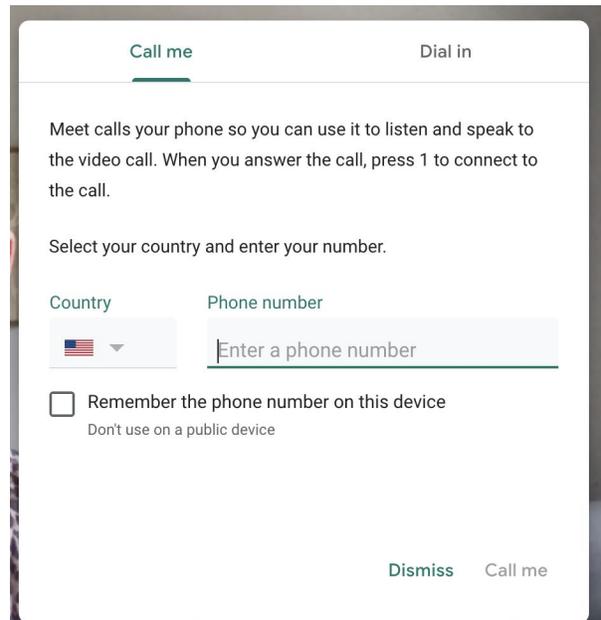
You are now in the “Meet”!

# TROUBLESHOOTING

If you are having **difficulties with audio**, from within the “Meet” you can also use your telephone for audio. To do so, click on the three little dots in the bottom right corner and click “Use a phone for audio”



Enter your phone number and click “Call me”



You will receive a phone call and can then use your phone for audio instead of the computer. If you still have audio on your computer, make sure to mute yourself and turn the volume down (so that you do not have an echo from using two devices)

