



How to join a Google Meet online meeting

(from an email invite)

There are several different ways to join a Google Meet online meeting. These instructions only cover how to join a meeting from an email invite. Again there are several ways to join the meeting from the email invite, but these instructions show the easiest method.

You will receive an email containing an invite to the online meeting from the meeting organiser that looks something like this:

The screenshot shows an email invitation for a Google Meet. Key elements are highlighted with yellow callout boxes:

- Who the email is from:** Points to the 'From' field in the email header.
- Who the email is sent to and the reply address:** Points to the 'To' and 'Reply-To' fields.
- This is when the online meeting will take place:** Points to the 'When' field showing 'Wed 21 Oct 2020 1pm - 2pm United Kingdom Time'.
- This is the link you click to join the online meeting:** Points to the Google Meet link: meet.google.com/zoy-zfpm-gjw.
- Here you can click the options to let the organiser know if you will be joining the online meeting before it happens:** Points to the 'Going?' section with options 'Yes - Maybe - No'.
- Double click this icon to add the event to your calendar (if it supports this function):** Points to the 'invite.ics' attachment icon.

Instructions:

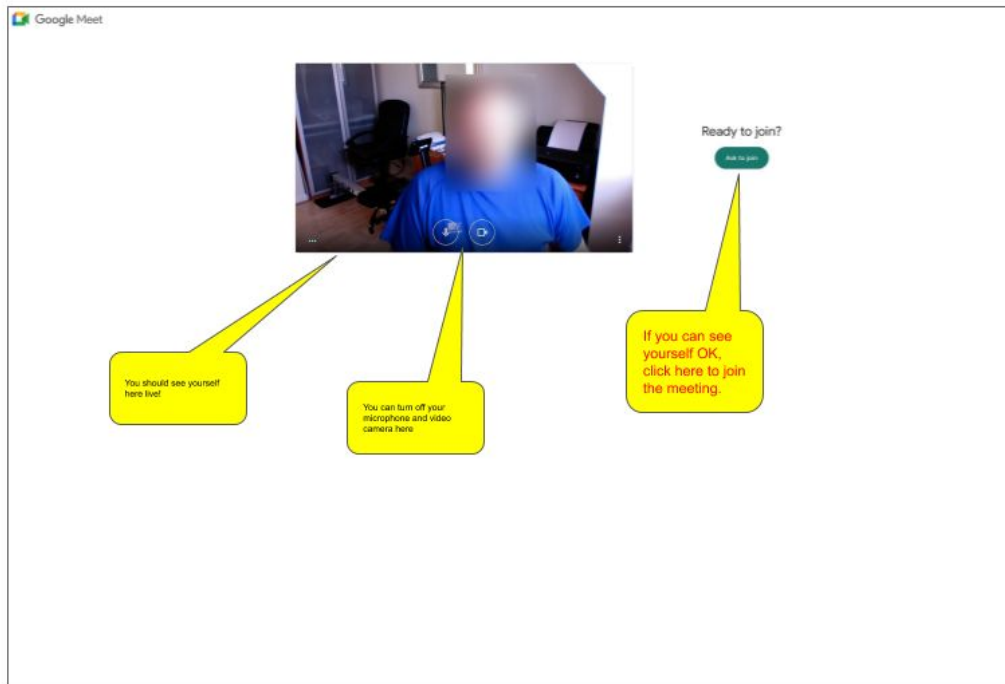
1. You can click "Yes", "Maybe" or "No" in the invite email to automatically respond to the meeting organiser to let them know if you intend to join the meeting.
2. A couple of minutes before the meeting is due, open the email invite and click the link to join the meeting.



Carnoustie Camera Club



You will then see the following screen:



3. You may be asked if you wish to allow Google Meet to use your microphone and web camera. Answer YES to both.
4. Click the "Ask to join" button and you will join the online meeting!

