

Important Information About Google Meet Set Up

As you know Google has made changes to the Google Education Programs and made available their paid services for free for the remainder of this year. These changes and additions are being rolled out to users, so we may have some and not others. I am certain that more changes will continue down the road.

Meetings that are used for Denville Township Schools (no other outside emails) should be set up by going to meet.google.com. Steps to do this are below, please take a few moments to read them all, they can of course vary.

1 - Determine the nickname for your Meeting:

- Grade 1, SSGrade8, Seuss, you come up with the name.
- Do not share the link - only the nickname with your students. Also share the time.

2 - If you want to add the meeting to a calendar or a document, direct the calendar information to JUST meet.google.com and include the Nickname. Set the time on the calendar - again no link. Do not set up a meeting directly through calendar. It is not possible to set up a nickname through calendar.

3 - Do not start this meeting until you are ready for students to join it. Do not share a link to access this meeting. Only link directly to meet.google.com

- Students will not be able to join without you because they are not allowed to start their own hangouts.
- Be sure that you are the last person to leave that hangout and nobody can use that nickname to restart a hangout.
- That being said, if they copy the link to the hangout while they are in the hangout they will be able to go back to the meeting and have a meeting on their own. This is something that Google is working on.