

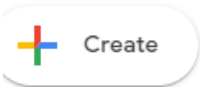
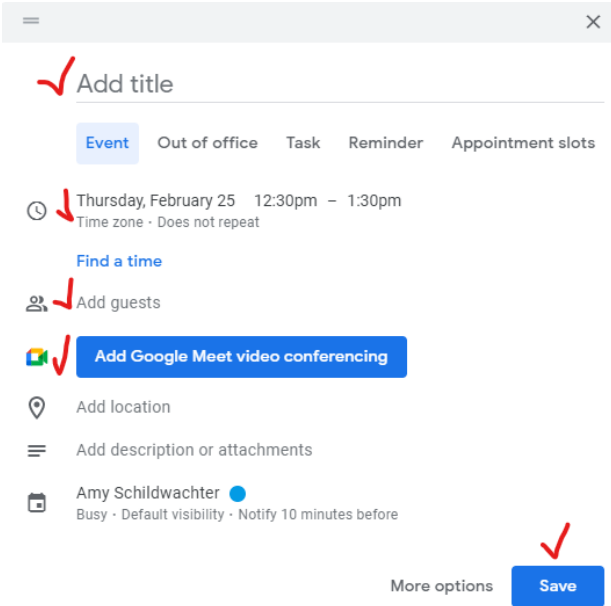

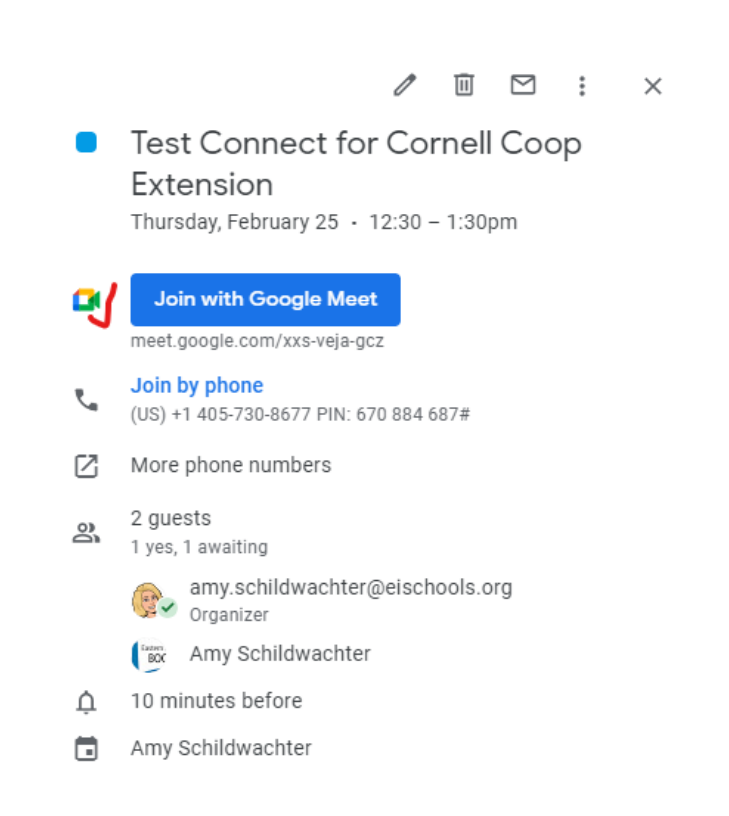










Create a Google Meet Invitation for Someone Outside of the East Islip Domain

You may need to create a Google Meet link for someone outside the East Islip Domain for a Virtual Field Trip or perhaps for a parent meeting. Here are the instructions for doing so.

Create a Calendar Event in Google Calendar

<ul style="list-style-type: none"> Log on to your computer and go into ClassLink From the ClassLink dashboard, click the Google Apps icon. 	
<ul style="list-style-type: none"> A dashboard for Google Apps opens; click the icon for Google Calendar. 	 <p>Calendar</p>
<ul style="list-style-type: none"> From Google Calendar, click the Create button in the upper left corner of your screen. 	
<ul style="list-style-type: none"> Create the Meet Invitation. Complete these fields: <ul style="list-style-type: none"> Name of the Meet Date Time (add AM or PM) Add guests (type the guest(s)' full email address) Click the Add Google Meet video conferencing button Click the blue Save button. 	

<ul style="list-style-type: none"> • There should be a pop-up message on your screen asking if you want to Send invitation emails to Google Calendar guests. • Click Send. 	<p>Would you like to send invitation emails to Google Calendar guests?</p> <p> Back to editing Don't send Send</p>
<ul style="list-style-type: none"> • There should be a pop-up message on your screen confirming that you want to Invite external guests. The external guest(s) email address should be shown too. • Click Invite external guests. • Guests outside of East Islip will receive their Meet invitation via their email. 	<p>Guests from outside your organization</p> <p>The following guests are from outside your organization: aschildw@gafe-esbores.org. Are you sure you would like to invite them?</p> <p>Continue editing Invite external guests</p>
<ul style="list-style-type: none"> • You should see the event on your Google Calendar. It should be on the date of your event. It might be shown in a box or as a line item. • Click once on the event to see the Meet details. • Double-click on the event to see more Meet details. • When the time for the Meet arrives, click the Join with Google Meet button to join the Meet. 	 <p>✎ 🗑️ ✉️ ⋮ ✕</p> <p>Test Connect for Cornell Coop Extension Thursday, February 25 · 12:30 – 1:30pm</p> <p> Join with Google Meet meet.google.com/xxs-veja-gcz</p> <p> Join by phone (US) +1 405-730-8677 PIN: 670 884 687#</p> <p> More phone numbers</p> <p> 2 guests 1 yes, 1 awaiting</p> <p> amy.schildwachter@eischools.org Organizer</p> <p> Amy Schildwachter</p> <p> 10 minutes before</p> <p> Amy Schildwachter</p>



Teachers - Day of the Meet Session:

- Go to the **Google Calendar** app through **ClassLink** (instructions on page 1).
- Find your **Meet** event on your **Google Calendar**.
- Click on the event to open **details** about the **Meet**.
- Click on the **Meet videoconferencing link** to open the **Meet**. The button should say **Join with Google Meet**.
- You may have to **Admit** the person/people outside of the **Domain** into the **Meet**. If this happens, you will get a pop-up on your screen asking you to **Admit** those attendees.