Your Google Meet Login details

- Username: Students are to use their Higham Lane School email address which is their username followed by @highamlaneschool.co.uk. For example joebloggs18@highamlaneschool.co.uk

- Password: This will be the password that you use to log into the school computers. If you need your password resetting please send a request via email to: ITSupport@highamlaneschool.co.uk (Mon to Fri between 8.30am to 4pm)

Open your internet browser, go to www.google.co.uk and sign into Google by clicking on the blue **Sign in** box
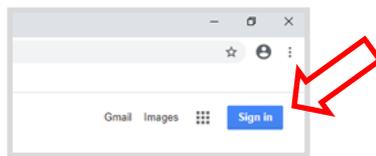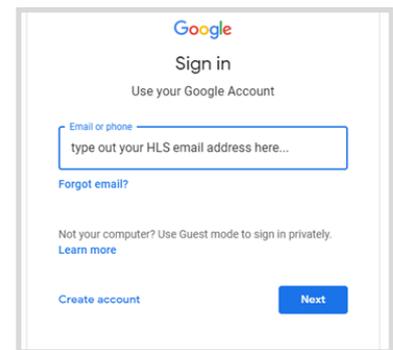

Enter in your username and password (you will be asked to enter your username twice to gain access to Google).
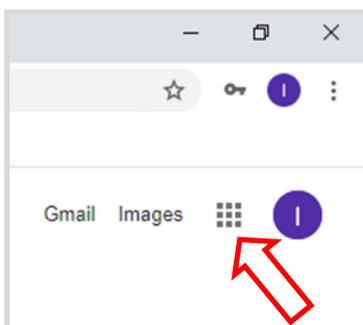
Example Username: joebloggs18@highamlaneschool.co.uk

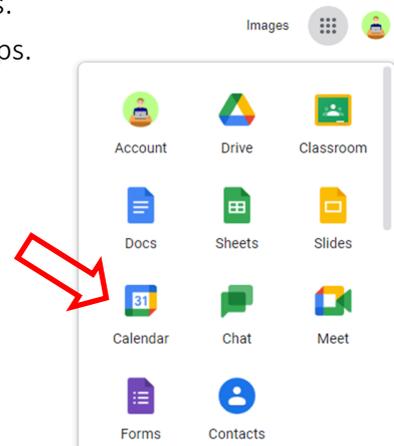The password is the one you use within school to login into the school network.

After logging in, you're asked if you want to stay signed in. Select 'no'.

Once logged in, the top right hand side of Google will look like this – with your coloured initial and a grid next to it.
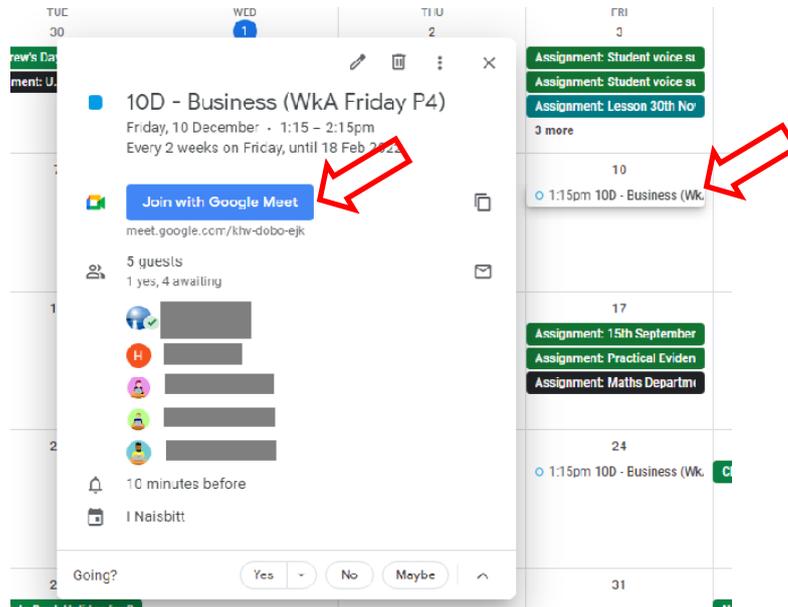

Click on grid to show all your Google apps.
Open up **Google Calendar** in the list of apps.

In Google Calendar, look for the date and time your lesson will start and then left click on it. A new window will appear with the lesson details. To join the Lesson click on the **Join with Google Meet** to join.

A window will appear with a button that gives you the option to "**Ask to join**" - allowing you to join the lesson.

Please make sure your microphone and webcam are turned off before you ask to join.