

# Attending Remote Meetings

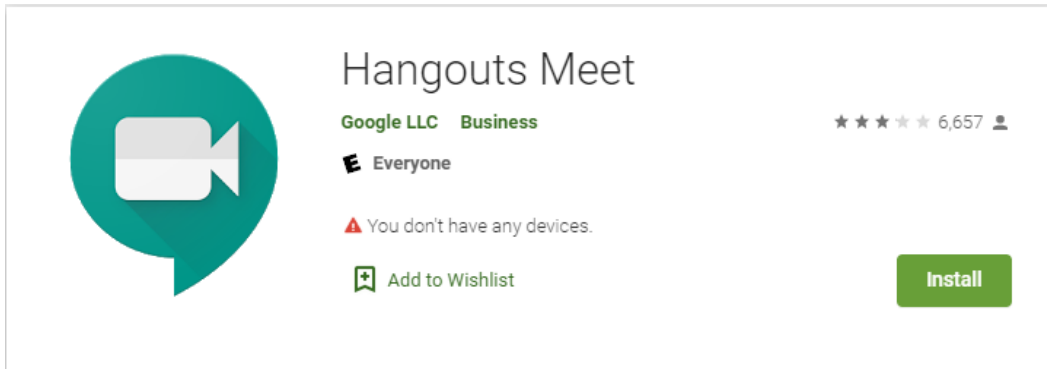
## To attend a remote meeting:

1. You will receive an **email with a unique link to a Google Meet** session. (Note: if you already linked Navigate to your Google calendar, you will get an updated invitation when the meet link is added)

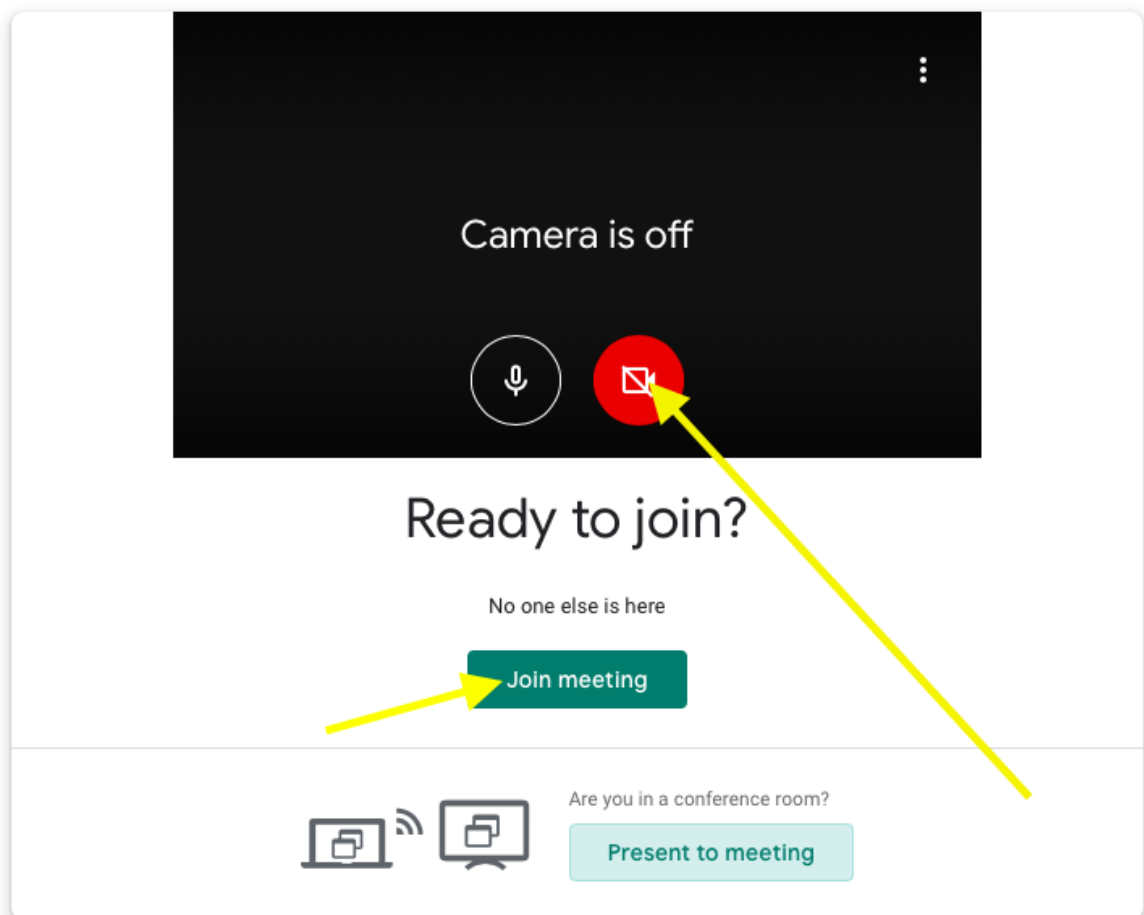
The screenshot shows a Google Calendar invitation for an event titled "Student Name Registration". At the top, a green banner reads "You have been invited to the following event." Below this, the event details are listed: "Nav: Student Name Registration", "When: Tue Mar 24, 2020 9:45am – 10am Eastern Time - New York", and "Where: College of Architecture and Design - Weston Hall (map)". Under "Joining info", there are three options: "Join Hangouts Meet" with a link to "meet.google.com" (highlighted by a black arrow and the text "Click Here"), "Join by phone" with the number "+1 484-685-1635" and a "PIN" field, and "Calendar" with an "Email" button. The "Who" section lists "Meaghan O'connor - organizer" with an "Email" button. Below the event details, it states "You have been scheduled for this appointment. Details are included below." and lists "Attendees: Student Name". At the bottom, it identifies the "Organizer: Meaghan Knight", "Type: Advising Appointment", and "Topic: Registration".

The preferred way to access this is via a laptop or desktop computer.

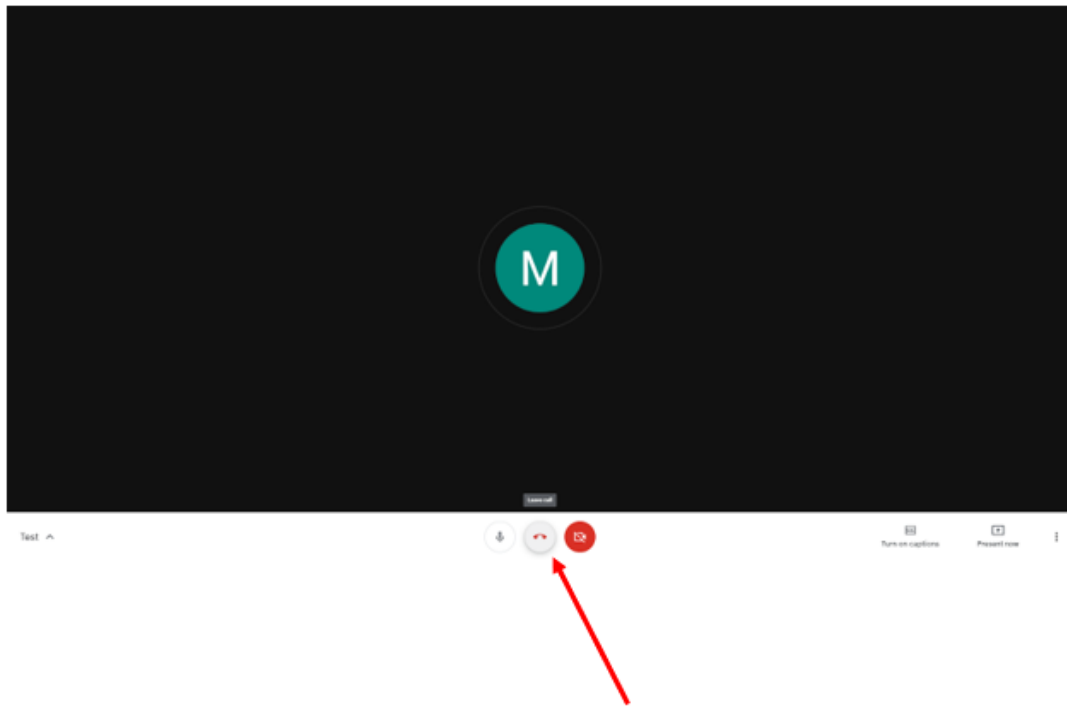
If you do not have access to a computer, you should download the Google Meet App on your phone. It is strongly recommended that you do so in advance to make sure that it works and that it has access to your microphone so that I can hear you.



2. When it is time for your appointment, click the link, turn off your camera and **Join meeting**



3. When we are finished meeting, **hang up** the call.



In order to improve the experience of the remote meeting, please find a quiet place to log in so that we can hear each other clearly.

You will be able to see your program of study on the screen, but if you are logging in on your phone, it is also a good idea to have a copy available to look at as it may be difficult to see details on a small screen.

Troubleshooting:

If you cannot hear me:

make sure that the sound on your computer is turned on

If I cannot hear you:

make sure that Google Meet has access to your microphone (built into most laptops, many headphones have built in microphones if you are on a computer that does not have one

If you cannot see the screen I am sharing with you:

Click the People icon in the top right corner. One of the options listed will be “Meaghan O’Connor Knight (presenting)”. Click that option to see the screen

If you are still having trouble:

Click the button on the top right that looks like a speech bubble, this is the chat feature.

You can type in here to talk so we can try to figure out what the problem is.