1. **OPEN GOOGLE MEET.**
   - In Google Chrome, go to [meet.google.com](http://meet.google.com).
   - Then you will see 1 of 2 possible screens.

   **Screen 1:** In the top right-hand corner you see Sign In.
   - Click Sign In.

   **Screen 2:** In the top right-hand corner you see a letter.
   - Click the letter to see if you are signed into your BCPS account. (It will end with @bcps.org)
     - If you are logged into your BCPS account, skip to Step 3.
     - If not, select Switch Account.
   - Switch account
   - You will be taken to the Google sign in page.
     - If you have previously logged into Google with your BCPS information, choose that account and skip to Step 3.
     - If not click add another account. And continue to step 2.

2. **LOG INTO GOOGLE USING BCPS CREDENTIALS.**
   - Your email address will be your BCPS username, followed by @bcps.org.
     (ex. abc123@bcps.org)
   - Click next.
   - Enter your BCPS Password. Click next.

   *If you do not know your child's username and password, please contact their homeroom teacher.*

3. **USE A MEETING CODE.**
   - You will then arrive back at the Google Meet homepage.
   - Click Use a Meeting Code.

4. **ENTER THE MEETING CODE.**
   - Enter the nickname given to you by your teacher. (ex. amiletomath)
   - Then click continue.

   **This nickname will always stay the same!**

5. **JOIN THE MEETING.**
   - Click Join Now and you will be in the meeting!

   Make sure this matches the nickname given to you by your teacher!