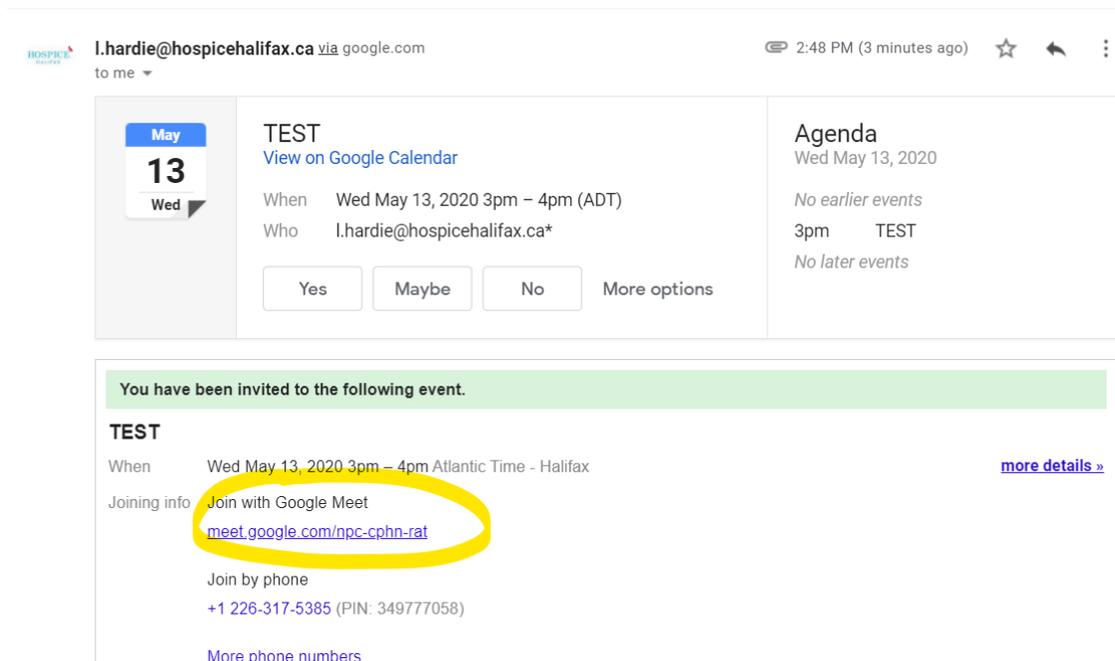


Joining a “Google Meet” Group

Once you have pre-registered to attend, all that you need to join the group is an email account and a device that can access the Internet (computer, tablet, or smartphone).

Be sure you have read and reviewed the Virtual Bereavement Group Guidelines and completed the registration form.

Step 1: You will receive the Google Meet invitation with the link via email from Linden Hardie, Social Work Coordinator with Hospice Halifax:



The screenshot shows an email from I.hardie@hospicehalifax.ca via google.com, received at 2:48 PM (3 minutes ago). The email content includes a calendar entry for Wednesday, May 13, 2020, from 3pm to 4pm (ADT), titled "TEST". The invitee is I.hardie@hospicehalifax.ca*. Below the calendar entry are response buttons: Yes, Maybe, No, and More options. To the right is an agenda for Wednesday, May 13, 2020, showing "3pm TEST". Below this is a section titled "You have been invited to the following event." with details for the "TEST" event: "When: Wed May 13, 2020 3pm – 4pm Atlantic Time - Halifax" and "Joining info: Join with Google Meet" with a circled link "meet.google.com/npc-cphn-raf". Other joining options include "Join by phone" with the number "+1 226-317-5385 (PIN: 349777058)".

I.hardie@hospicehalifax.ca via google.com
to me

2:48 PM (3 minutes ago)

TEST
View on Google Calendar

When Wed May 13, 2020 3pm – 4pm (ADT)
Who I.hardie@hospicehalifax.ca*

Yes Maybe No More options

Agenda
Wed May 13, 2020
No earlier events
3pm TEST
No later events

You have been invited to the following event.

TEST

When Wed May 13, 2020 3pm – 4pm Atlantic Time - Halifax [more details »](#)

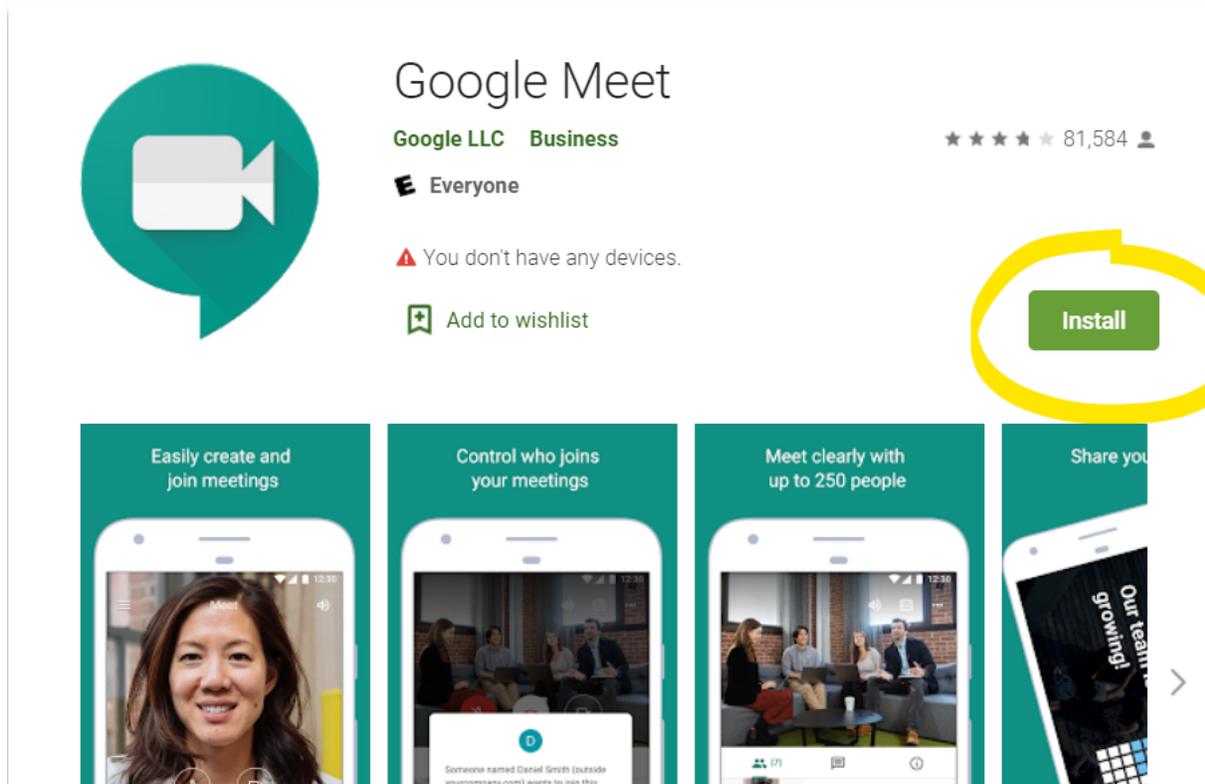
Joining info Join with Google Meet
meet.google.com/npc-cphn-raf

Join by phone
+1 226-317-5385 (PIN: 349777058)
[More phone numbers](#)

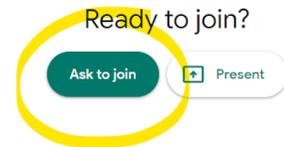
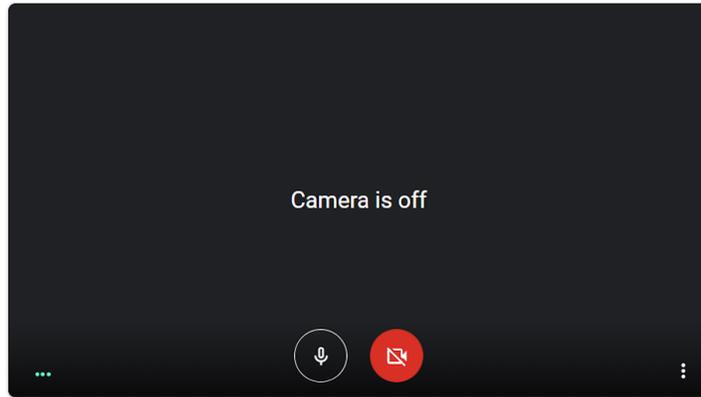
The meeting link should not be given out. If someone you know is interested in participating, have them contact the facilitator first.

At least 10 minutes before the start of the group, click “Join with Google Meet” link to connect to the group.

If you are joining using a cell phone or tablet, you may be prompted to download the “Google Meet” app on your device first. This app can be downloaded for free.



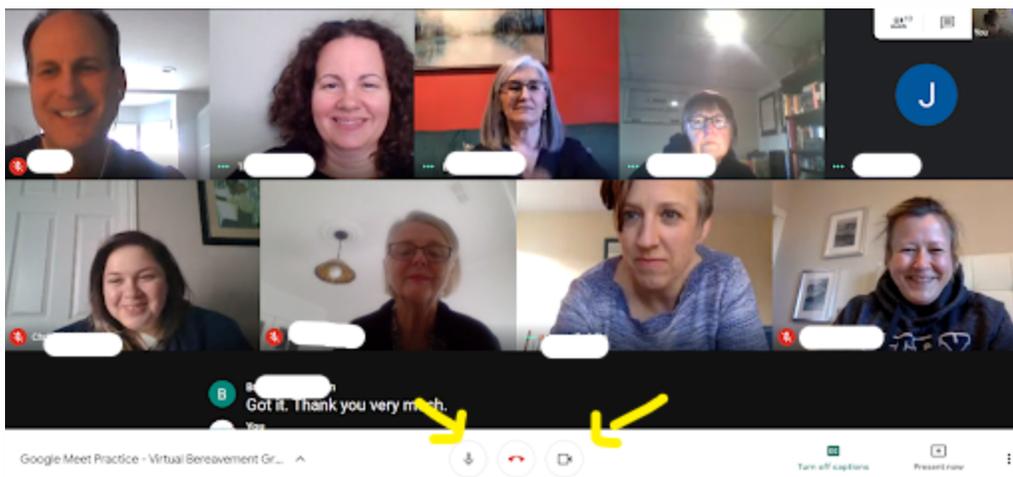
Step 2: Once you have clicked the “Join with Google Meet” link, you will then see this screen:



Click “Ask to Join” when you are ready.

You can turn your camera and microphone on before joining using the icons highlighted in this image.

Step 3: Once in the meeting, this is the view:



The audio (microphone symbol) and video (camera symbol) are at the bottom of the screen.

When they are highlighted red, that means your camera or microphone are turned off. Click the microphone (audio) to mute or unmute. Click the camera symbol (video) to turn your camera on or off.

Step 4: Change the layout to make sure you can see everyone present.



Select the 3 dots in the lower right corner of your screen. Select “Change Layout.” Choose between Sidebar, Spotlight, or Tiled. “Tiled” allows you to see everyone equally.

Step 5: When the group is over, you can click the red phone symbol to leave.

