

SSOE 2 QUICK GUIDE FOR ICON GOOGLE MEET

(GUIDE FOR WEB BROWSER)

Google Meet is activated in iCON during Disease Outbreak Response System Condition (DORSCON) under Orange or Red where schools have to cancel/defer large scale non-essential events and would need support in communication and broadcast.

NOTE:

- The use of iCON Google Meet on school's network should be limited to important and critical broadcast to avoid affecting the performance of online Teaching and Learning tools. For example, iCON Google Meet can be used by the School Leaders to communicate to smaller groups of teachers important messages during emergency without having mass meeting.*
- Contents shared using iCON Google Meet should be unclassified and non-sensitive. For classified information up to Confidential, please use CES.*
- iCON Google Meet can support up to 100 participants.*

This document is meant to provide you with a quick and easy guide to use iCON Google Meet. For more help, please refer to Google Learning Centre:

<https://support.google.com/a/users/answer/9282720?hl=en>

REQUIREMENTS

- SSOE 2 Device with inbuilt webcam and internal microphone or mobile phone with Google Meet App
- Internet browser (e.g., Chrome)
- Internet access
- Quiet and well-lit location with no background noise

ADDITIONAL EQUIPMENT FOR BETTER PERFORMANCE (GOOD TO HAVE; BUT NOT NECESSARY)

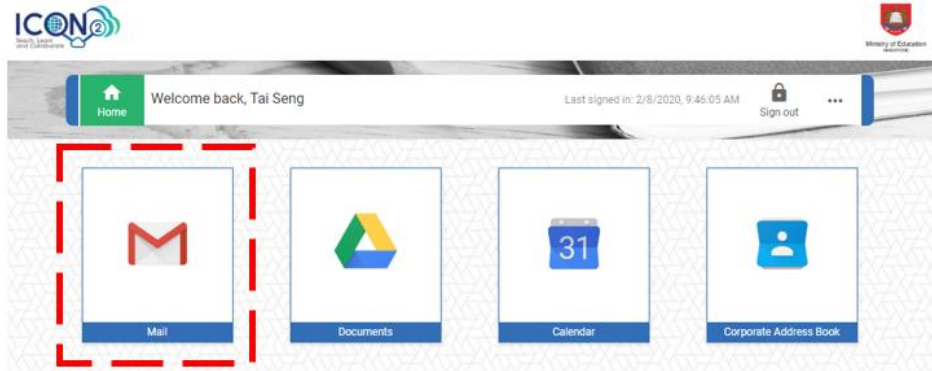
- External webcam (wide-angle is required if you have more than 1 speaker)
- External microphone (for better sound quality)
- Lighting kits to improve the video quality

CONTENT

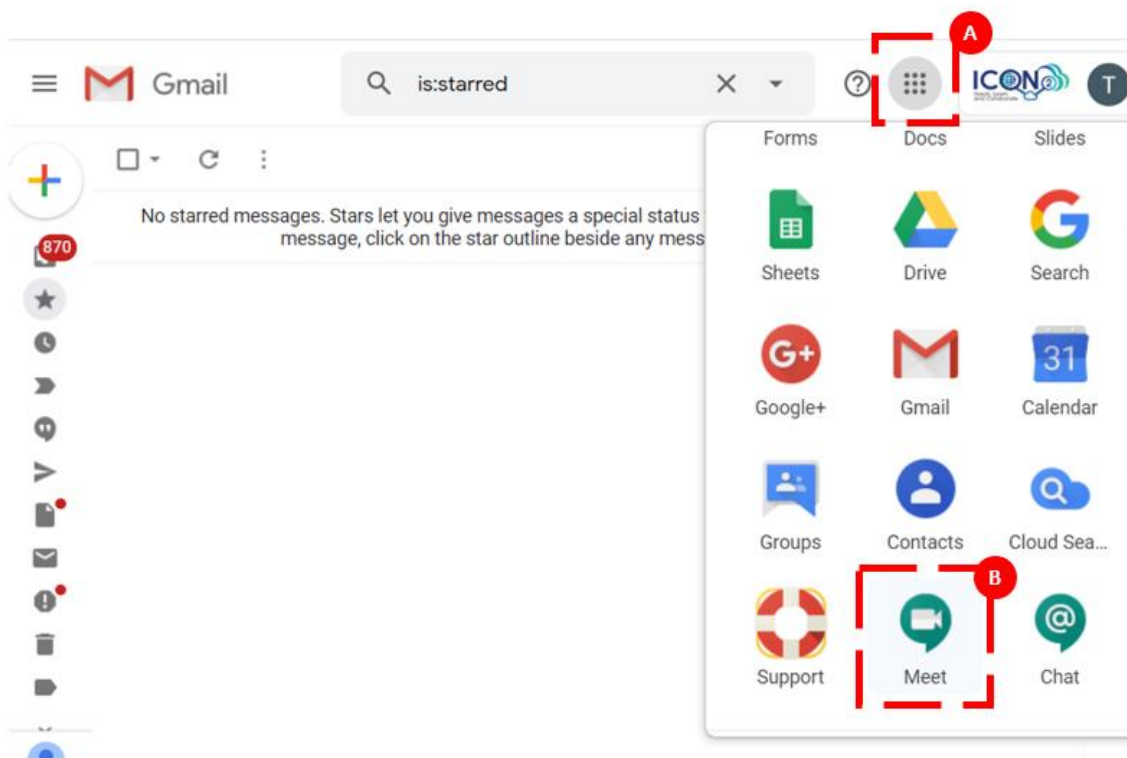
- A) STEPS FOR HOSTING A MEETING
- B) STEPS FOR JOINING A MEETING (WITH ICON EMAIL ACCOUNT)
- C) STEPS FOR JOINING A MEETING (WITHOUT ICON EMAIL ACCOUNT)
- D) OTHER FEATURES

A) STEPS FOR HOSTING A MEETING

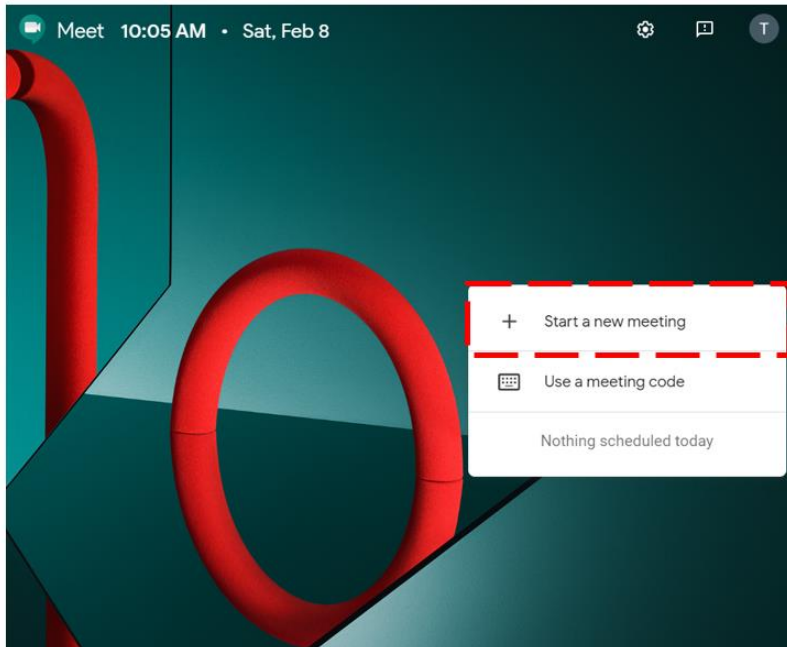
STEP 1: Log into iCON through your browser (e.g., Chrome) and select Mail.



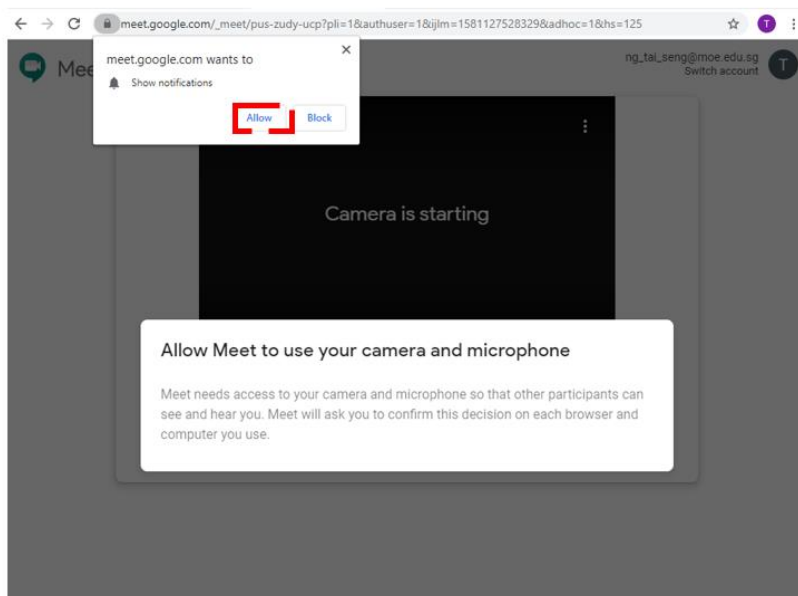
STEP 2: Select the 9-dots app grid, scroll down to select 'Meet'.



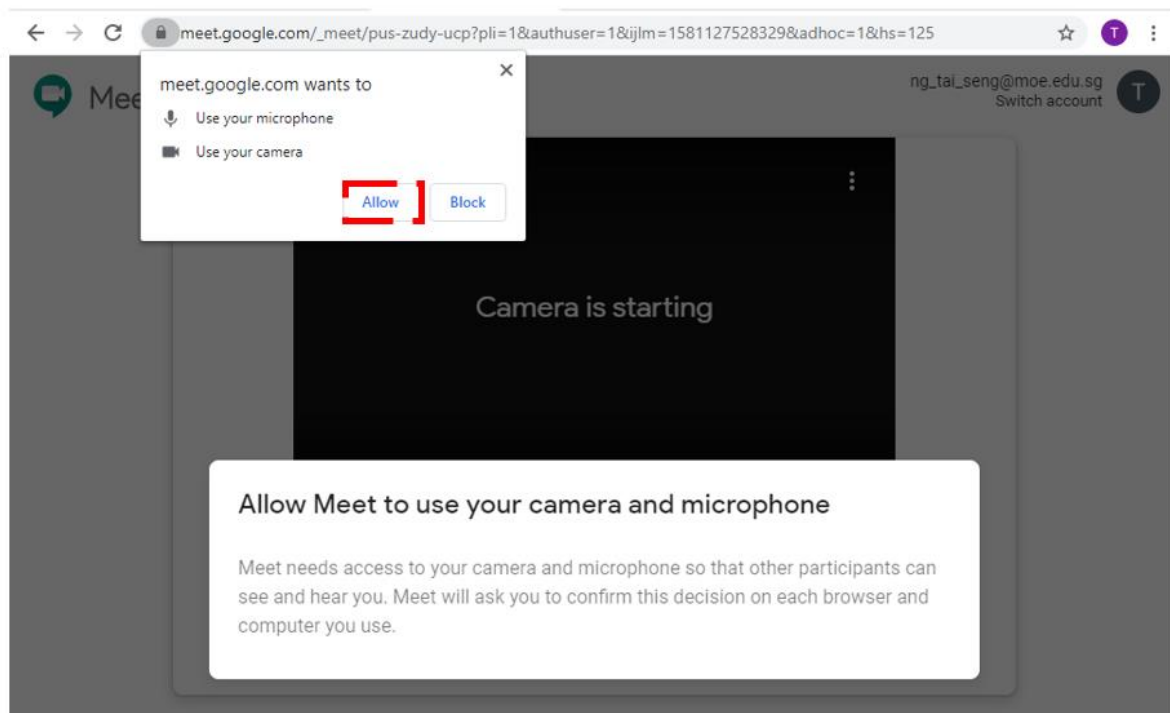
STEP 3: Click on 'Start a new meeting'.



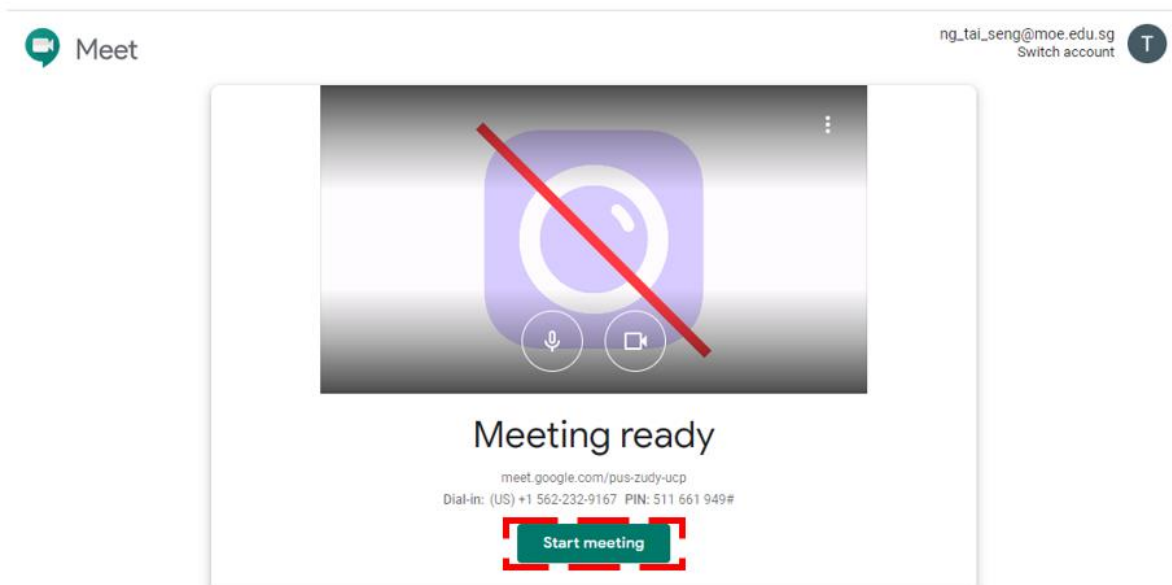
STEP 4: Click 'Allow' in the browser pop-up.



STEP 5: Click 'Allow' to enable the use of device microphone and camera.



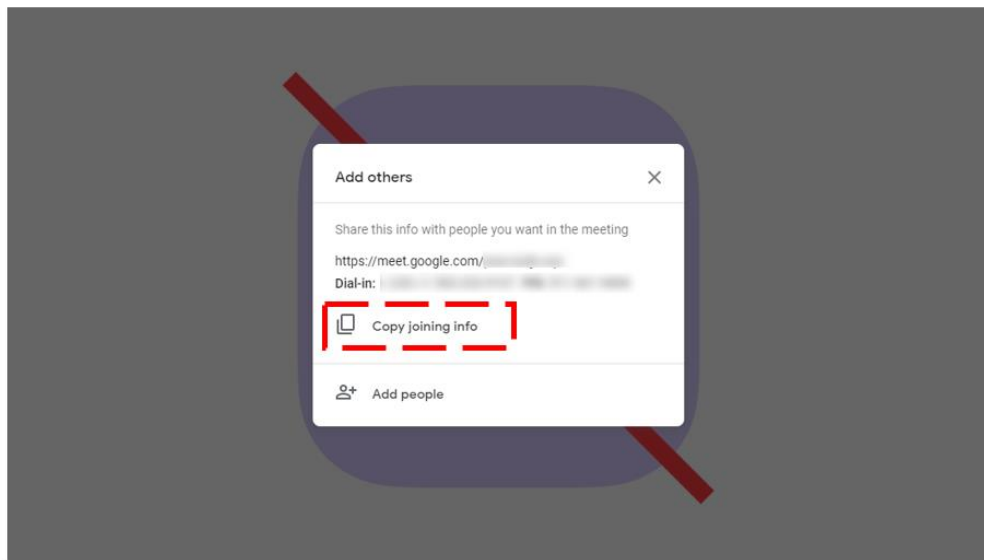
STEP 6: Click 'Start meeting'.



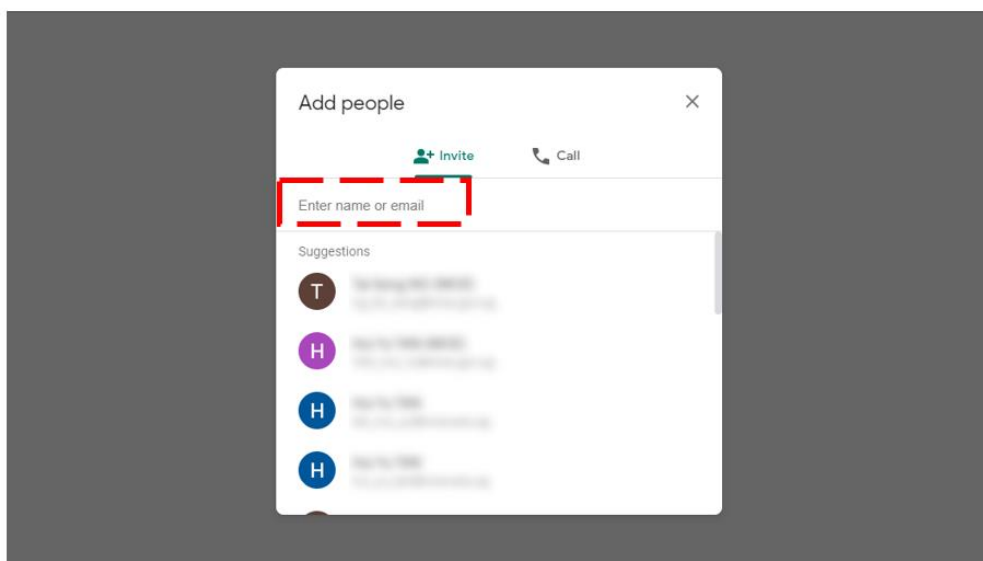
STEP 7: Inviting others to join the meeting.

7A: Copy the joining info to share with the parties you are communicating with.

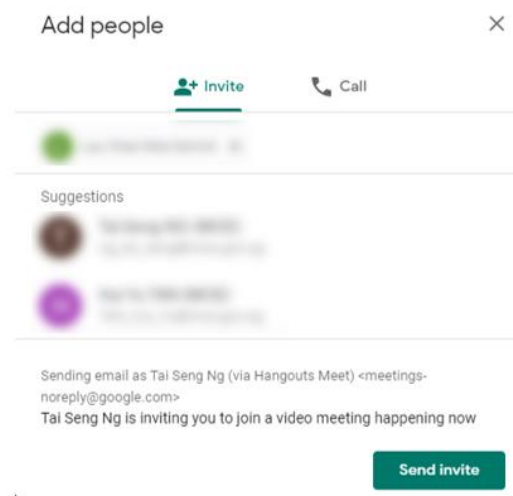
Send the URL info to the parties without iCON email for them to join the meeting.



7B: Alternatively, you can invite colleagues with iCON email to join the meeting by searching their names.

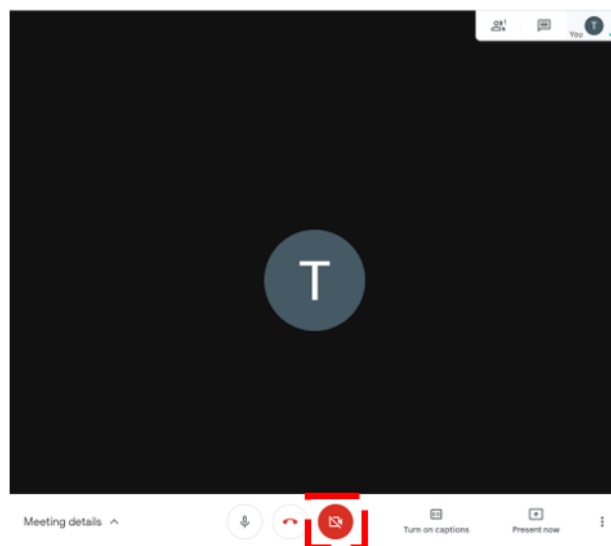


Click 'Send invite' to send email invite to join the meeting to your colleagues.



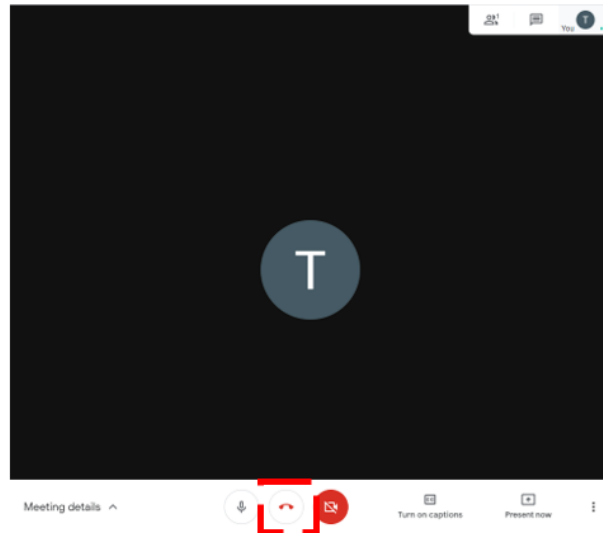
STEP 8: Wait for your colleagues to join the meeting.

Ensure that your device speakers are switched on and enable your webcam.



STEP 9: End the meeting

Click on the 'Leave call' button to end the meeting.

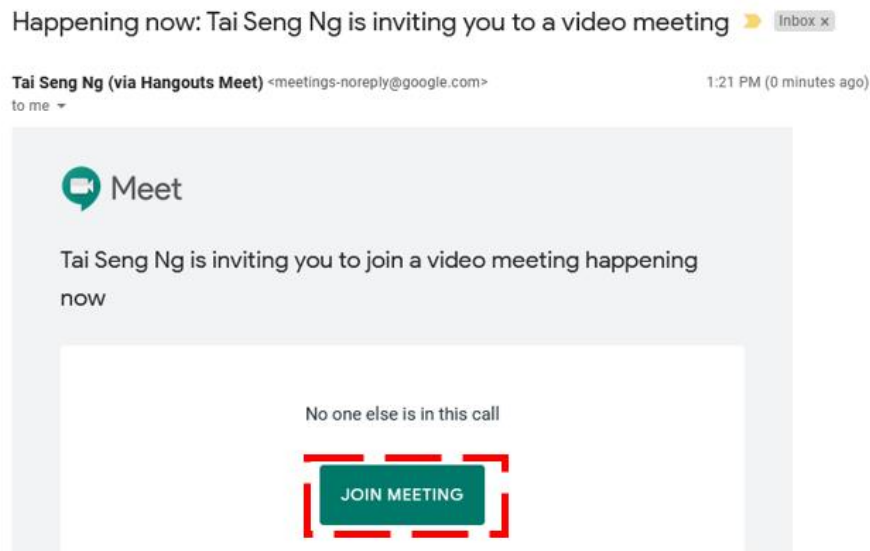


B) STEPS FOR JOINING A MEETING (WITH ICON EMAIL ACCOUNT)

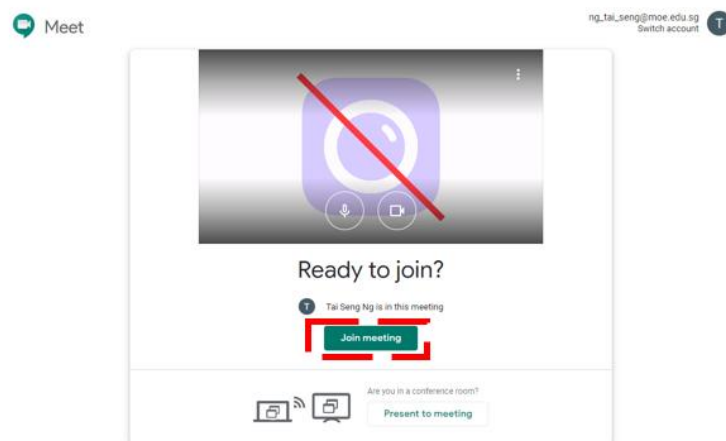
If you have an iCON account, the host can send you an email invite to the meeting.

STEP 1: Look for the email invite from the host for the meeting.

STEP 2: Click on 'JOIN MEETING'.

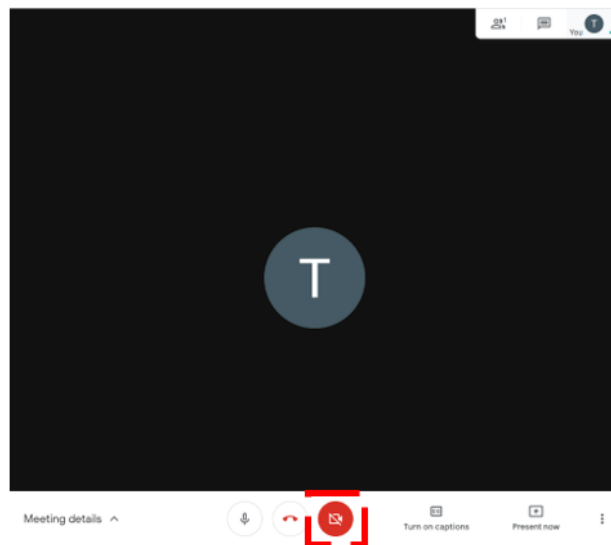


STEP 3: Click on 'JOIN MEETING'.



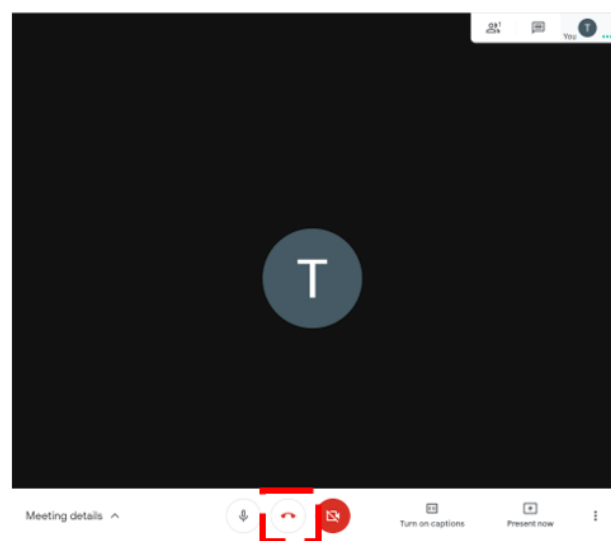
STEP 4: Wait for other colleagues to join the meeting.

Ensure that your device speakers are switched on and enable your webcam.



STEP 5: End the meeting

Click on the 'Leave call' button to end the meeting.

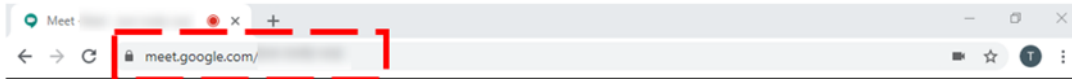


C) STEPS FOR JOINING A MEETING (WITHOUT ICON EMAIL ACCOUNT)

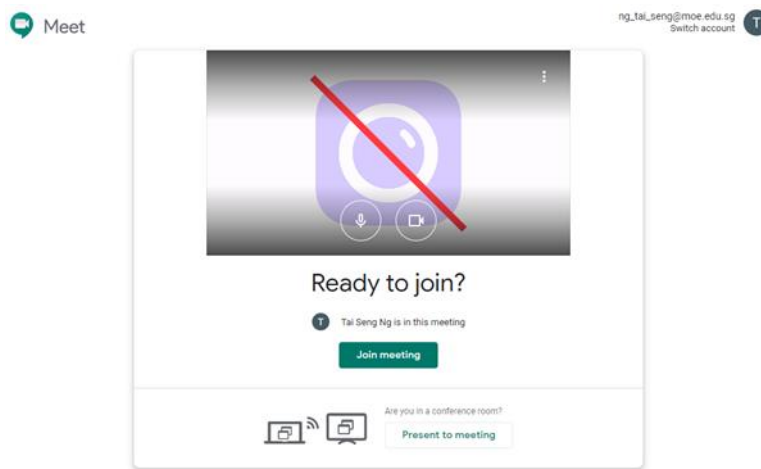
If you do not have an iCON account, the host can send you the URL for the meeting.

STEP 1: Wait for the host to provide you with the URL.

STEP 2: Enter the URL into your device browser.

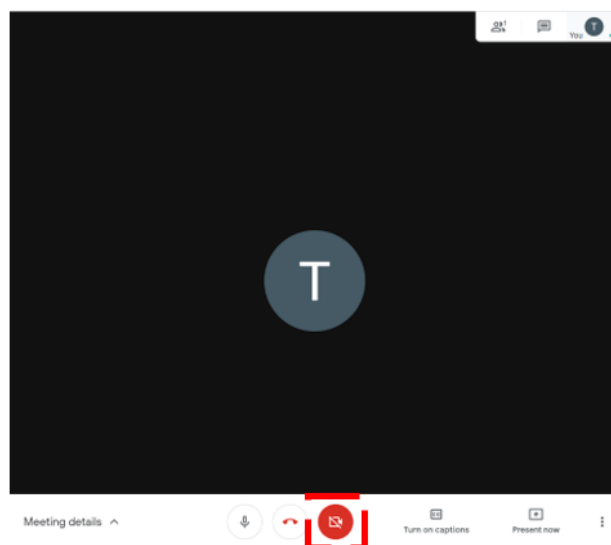


STEP 3: Click on 'JOIN MEETING'.



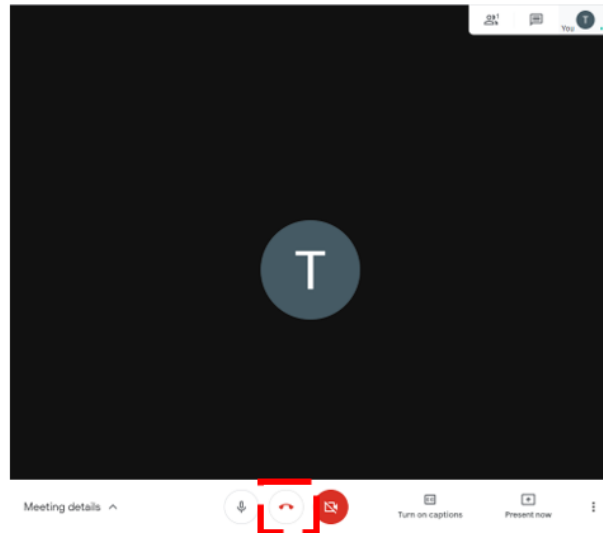
STEP 4: Wait for other participants to join the meeting.

Ensure that your device speakers are switched on and enable your webcam.



STEP 5: End the meeting

Click on the 'Leave call' button to end the meeting.



D) OTHER FEATURES

