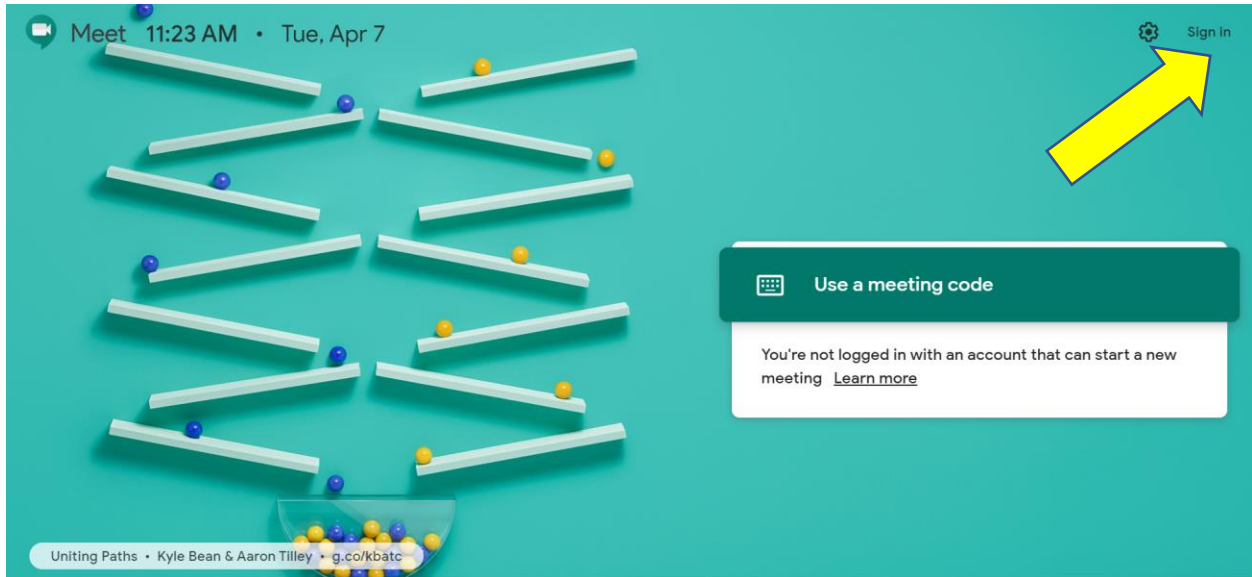


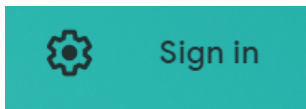
Signing into Google Meets with BCPS Account

1) Go to meet.google.com and look for the sign in button.

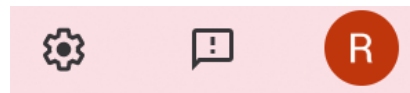


2) You will see one of the two options below:

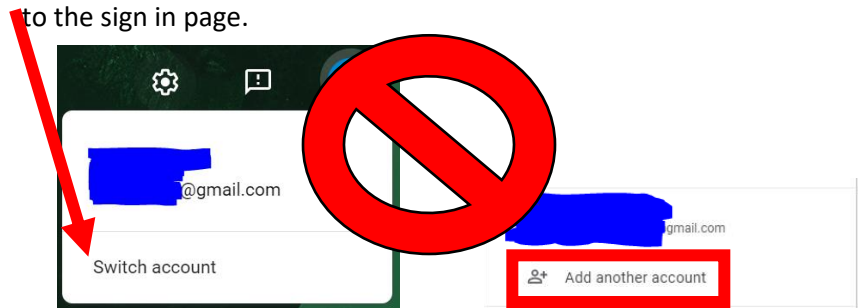
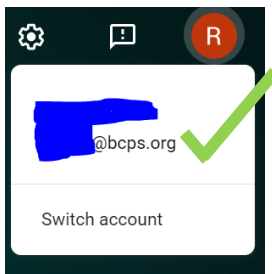
Option 1: Not signed in with any Google Account



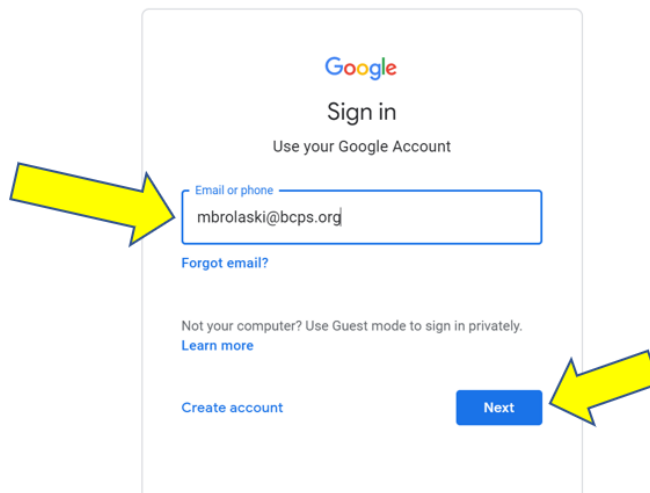
Option 2: Signed in with a Google Account



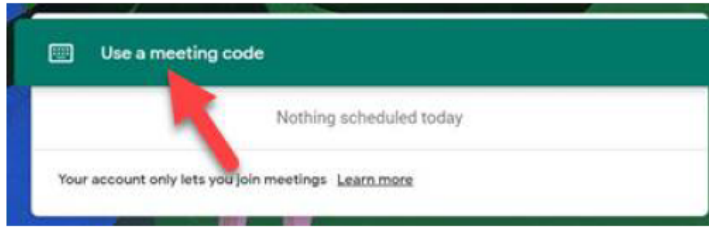
If you see Option 2: hover over the letter to see which account you are signed in with. If your account ends in @bcps.org you are good to go. If not, **select switch accounts or add account** and it will take you to the sign in page.



3) Sign in using your BCPS username followed by @bcps.org and your BCPS password.



4) Now that you are signed in to meet.google.com, click the **Use a meeting code** button.

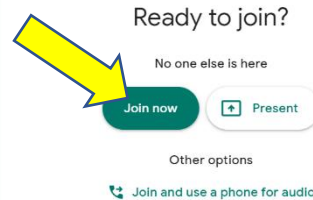
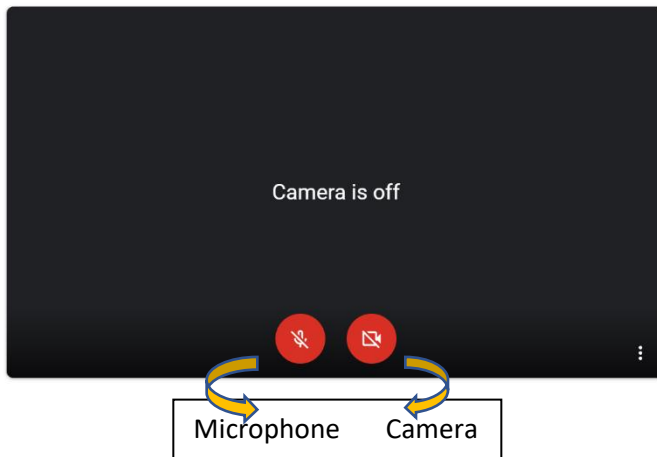


5) Enter the code provided by your teacher.

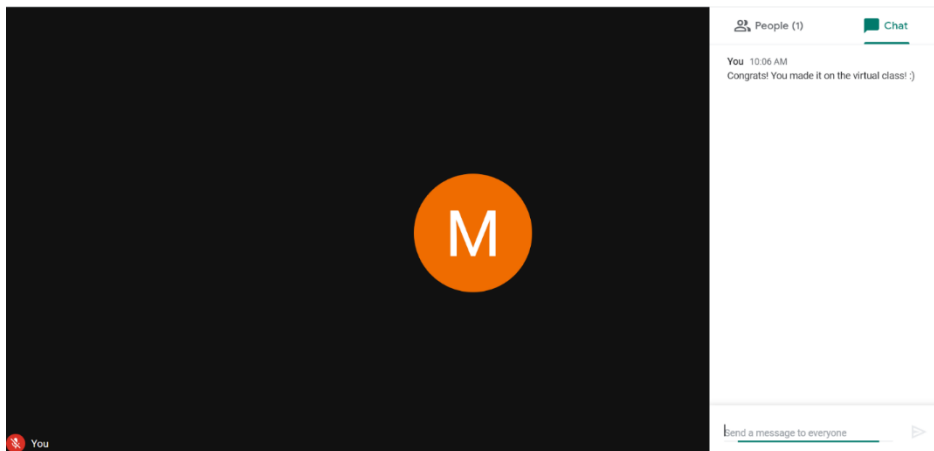
6) Once you get to this screen you may join the call. Click "Join Now." This will add you into the virtual class. You may also turn your camera and microphone on or off. Due to feedback, make sure your microphone is always muted unless you are speaking. **REMEMBER: If your camera or microphone are on, WE SEE AND HEAR YOU. Please be professional and courteous at all times.**



mbrolaski@bcps.org
Switch account



7) You have successfully joined your virtual class! Be attentive, have fun, and learn!



If you do not follow these steps to sign in properly, you will be denied access to the meeting. Teachers are not allowed to let anyone in who has not signed in with their BCPS information.