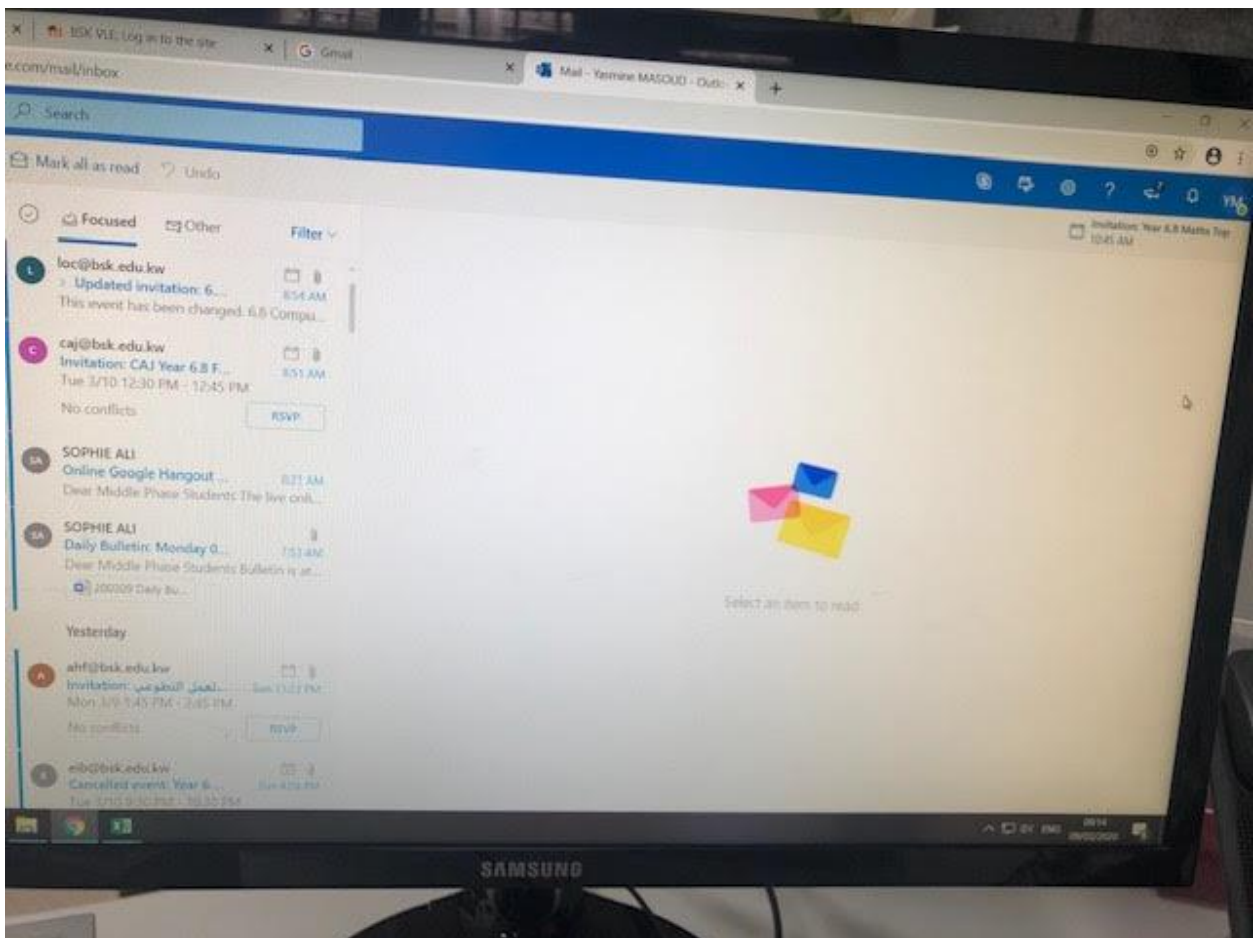
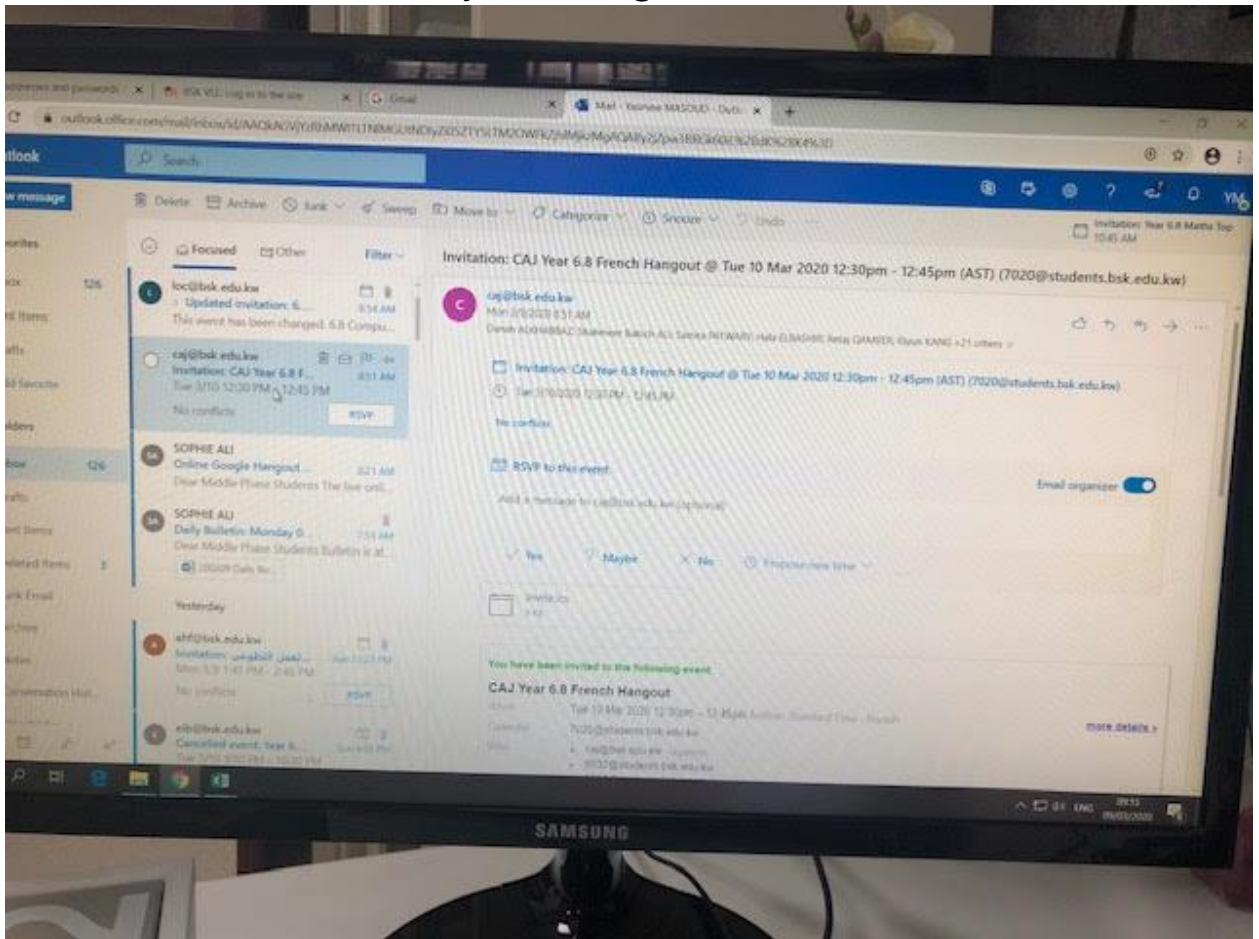


How to sign in to a Google Hangout invitation from your email

1. Log in to your school email. Your email details are on the VLE. The VLE homepage has clear instructions of how to find these. Make sure you are using **Microsoft Outlook** to log in. It will not work on gmail.
2. In your inbox, you will find invitations from your teachers. Click on the email invite.

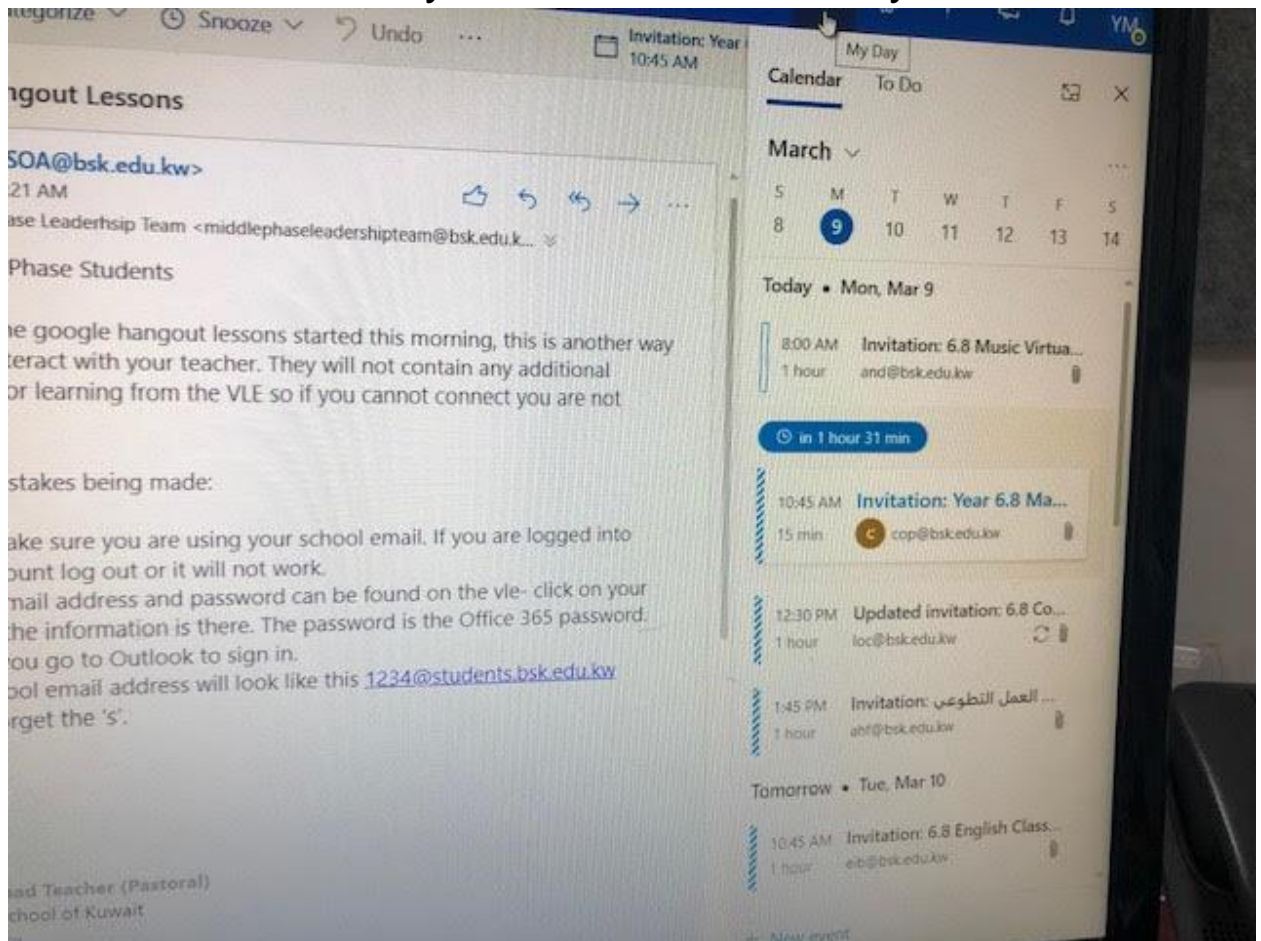


3. 'RSVP to the event' by clicking Yes.

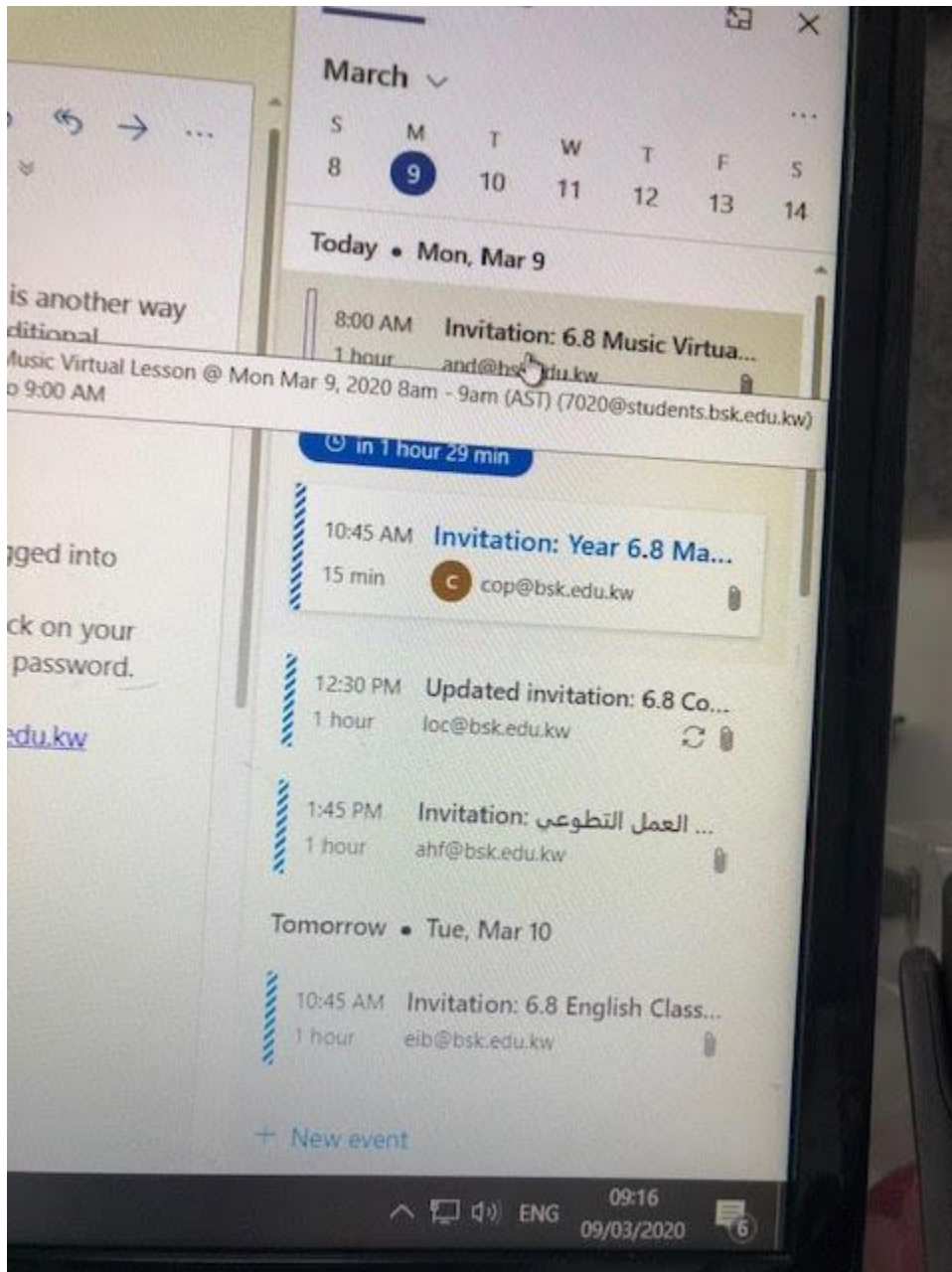


4. When you click Yes the email will disappear.

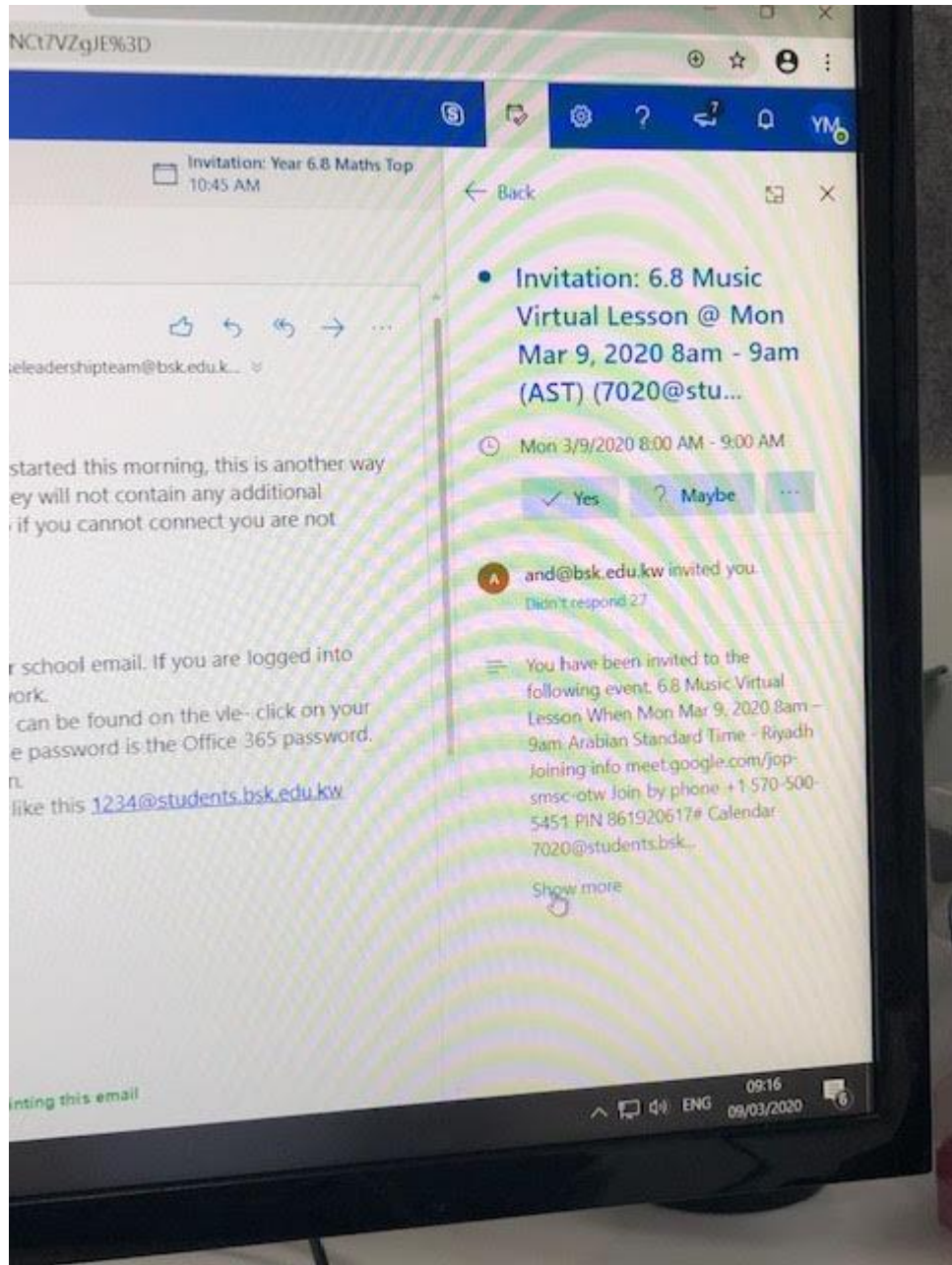
5. Click on the calendar in the right hand corner of the screen to see all of your events for the day.



6. Click on the event that you are going to join. Do not try to join this event too early as your teacher will need to accept you into the group. 5 minutes before the lesson is fine.

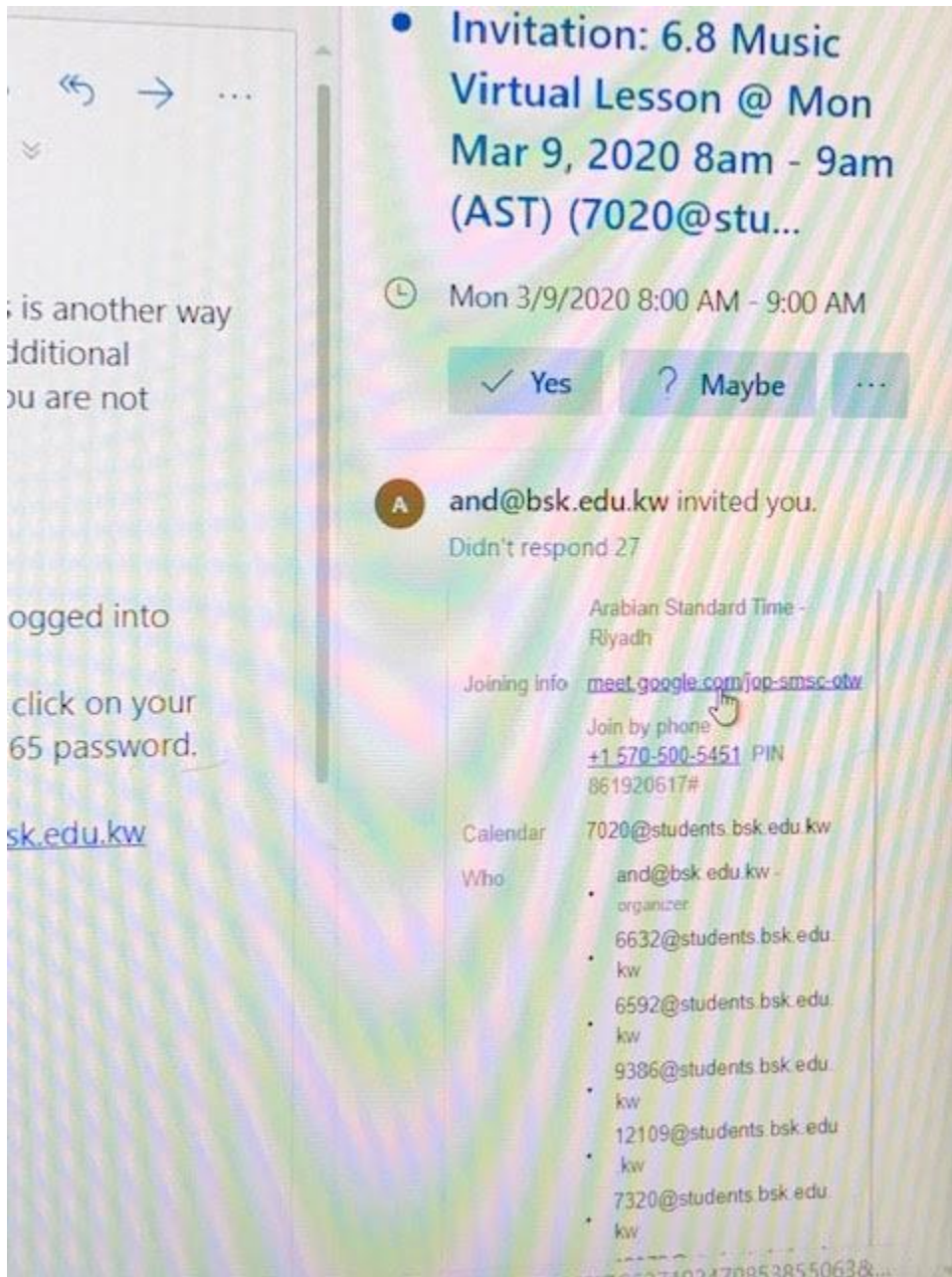


7. Click on the button within the event called 'show

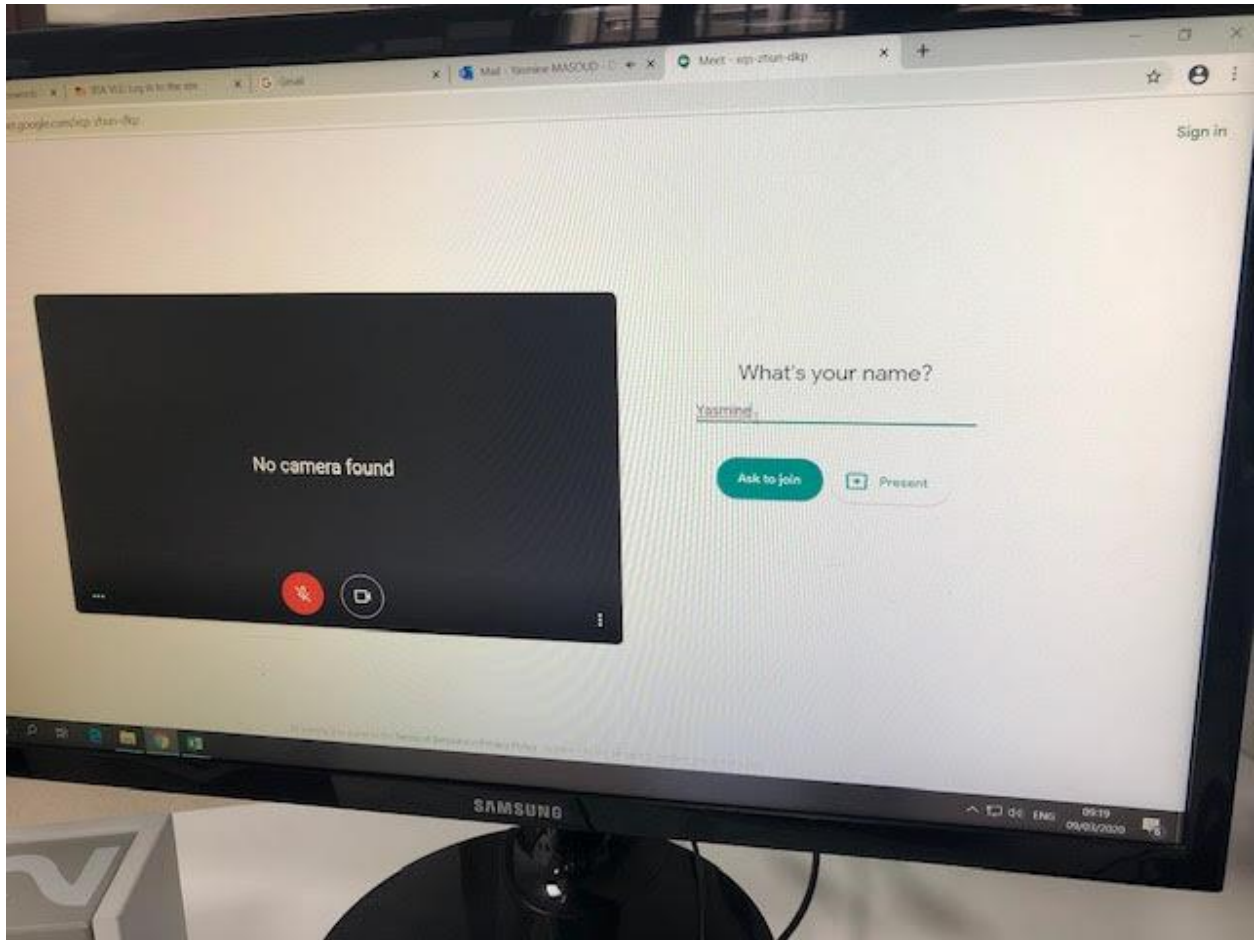


more'.

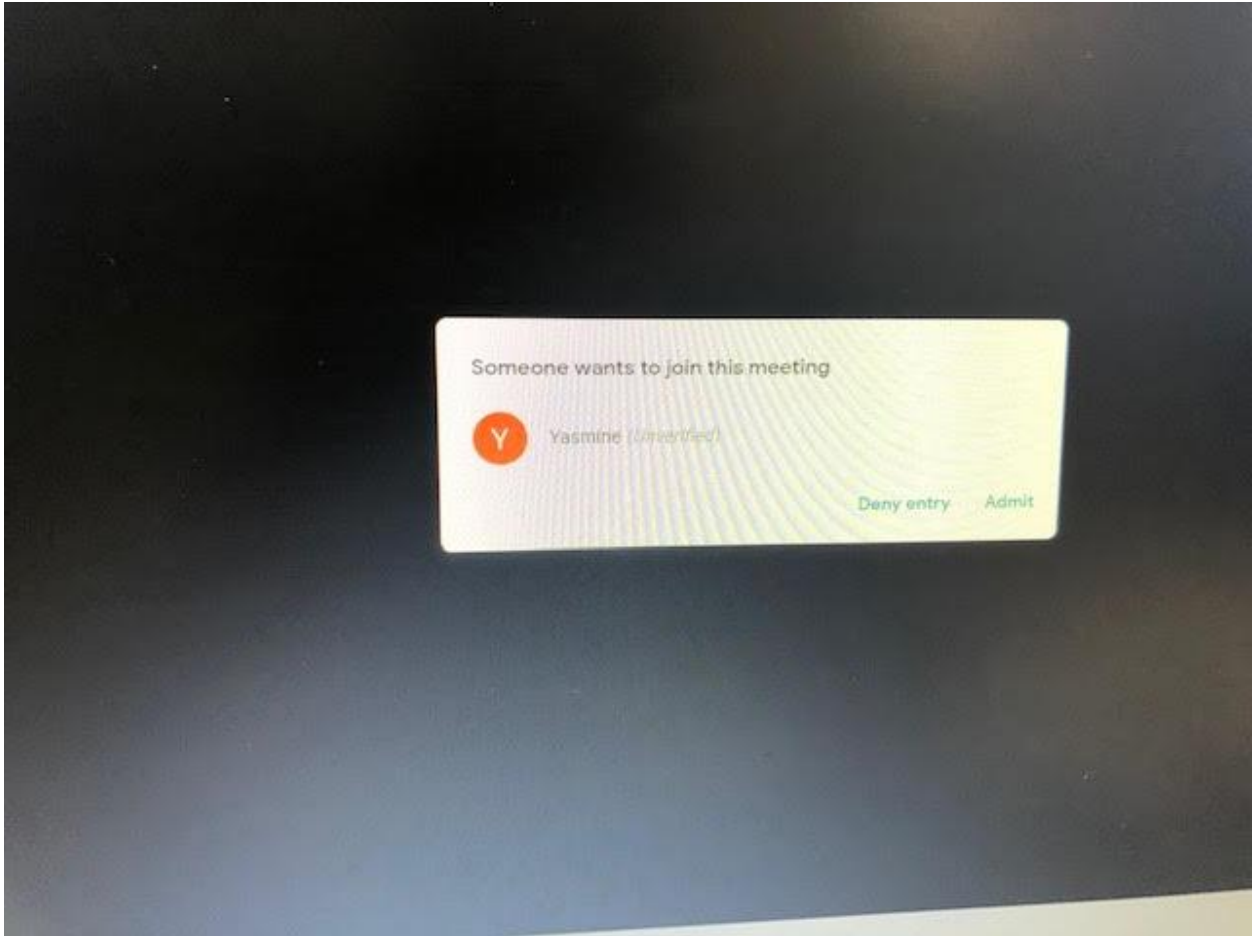
8. Click on the email link which shows up. When you click on this, you will be taken to a Google Hangout window. **This will not work if you are signed into a personal gmail account so please make sure you are already logged out of any other emails.**



9. You will be asked to enter your name. Do this without using nicknames.



10. Click 'ask to join'. You will have to wait at this point, because your teacher will have to accept you. We are including a picture of what your teacher will see when you ask to join.



11. They will accept you and your screen will then update to show that you are in the Google Hangout.