# How to sign into Google Meets

1. **Sign in to BCPSOne using your student account.**

2. **Click on Schoology Learning Management System.**

3. **Click on Courses.**

4. **Click in ELA or Homeroom course to view the Virtual Class Times.**

5. **Click on Google Meet Link or the NickName/Join Code provided by the teacher.**

6. **Click the next button.**

7. **Sign in using your BCPS username with @bcps.org after it and your BCPS password. (The one you used for BCPSOne).**
8. Click Join Now

- Turn your microphone on and off
- Leave the Google Meet
- Turn your video on and off
- See who is in the Google Meet
- View the Chat
- Turn automatic close captioning on and off

Use the More Options Menu to change your audio settings