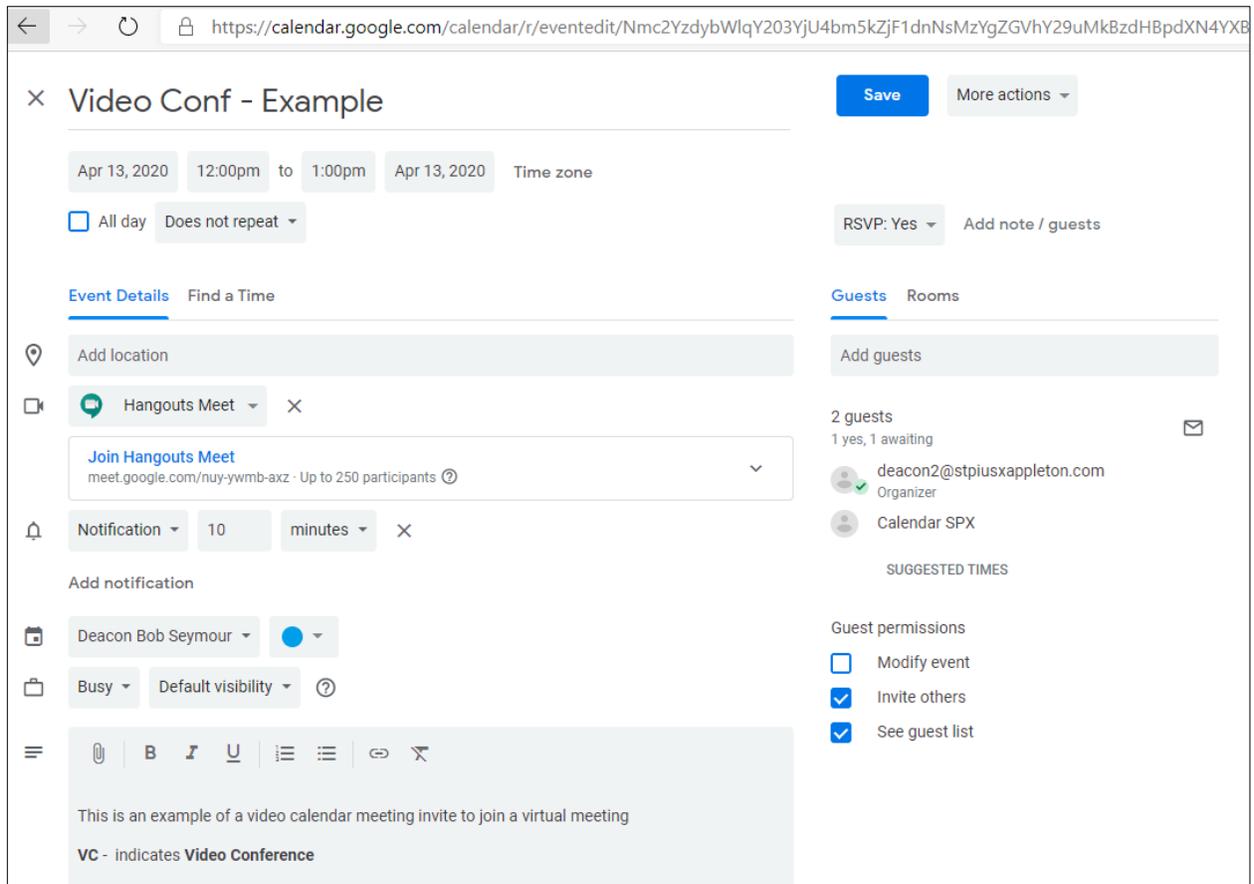


[How to Join a Virtual Meeting with Email Invitation](#)

Due to the Covid-19 pandemic, we have not been able to meet at our St. Pius X Church. However, with the technology of today and with practice and support, we can join and have virtual meetings . . . and still learn, discuss, and ponder how to grow closer to Jesus Christ.

If you are going to use a smart phone or tablet, you would want to download the Google Hangout Meet app prior to the starting the meeting.

If you received an email that is inviting you to a video conference meeting (for a Bible study, discussion group, etc.), then click on the emailed (meeting request) link and below is what opens:



The screenshot shows the Google Calendar event edit interface for a video conference. The event is titled "Video Conf - Example" and is scheduled for April 13, 2020, from 12:00pm to 1:00pm. The event details include a location field, a "Hangouts Meet" link, and a "Join Hangouts Meet" button. The "Join Hangouts Meet" button is highlighted with a red oval. The event is organized by "Deacon Bob Seymour" and has 2 guests (1 yes, 1 awaiting). The guest list includes "deacon2@stpiusxappleton.com" (Organizer) and "Calendar SPX". The event permissions are set to "Invite others" and "See guest list".

Click on the **"Join Hangouts Meet"**... (see red oval below)

Click down arrow in this area to show phone number

The screenshot shows a Google Meet event page titled "Video Conf - Example". At the top, there are date and time settings for April 13, 2020, from 12:00pm to 1:00pm. Below this, there are tabs for "Event Details" and "Find a Time". The "Event Details" tab is active, showing a location field, a "Hangouts Meet" button, and a "Join Hangouts Meet" section. In the "Join Hangouts Meet" section, the "Phone Numbers" are listed as (US)+1 857-529-8410 and PIN: 831 909 344#. A red oval highlights the "Phone Numbers" section. A yellow callout bubble points to a small downward arrow next to the "Phone Numbers" section. On the right side, there are tabs for "Guests" and "Rooms", a "Save" button, and "More actions". The "Guests" tab is active, showing 2 guests: deacon2@stpiusappleton.com (Organizer) and Calendar SPX. Below the guest list, there are "SUGGESTED TIMES" and "Guest permissions" which include "Modify event", "Invite others", and "See guest list". At the bottom, there is a notification bar and a rich text editor.

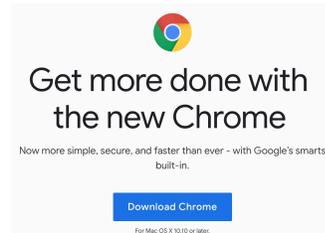
If you have the Hangout meet app on your phone or are joining with your computer, click on the “join the meeting” button (shown in red oval). You may see your picture, but you need to click the “join the meeting” button to join the meeting.

The screenshot shows the Google Meet app interface. On the left, there is a large black rectangle with the text "No camera found". On the right, there is a panel titled "Video Conf - Example" with the text "No one else is here". Below this, there are two buttons: "Join now" and "Present". The "Join now" button is circled in red. Below the buttons, there is a section titled "Other options" with a link that says "Join and use a phone for audio". At the bottom of the screen, there are icons for microphone and video, and a red "Join" button.

Some common areas for troubleshooting:

Problem: If working from a Macbook, you will either need the Google Meet app or you will need to download the Chrome, Firefox or Edge browser to create a meeting or enter a meeting link.

Solution: Download the preferred browser from the suggestion window.



Problem: I have a computer that I can only plug in either headphones or microphone. I cannot do both at the same time. Therefore, I could not use the headphones.

Solution: I had to dial in at the number given on the calendar. I also had to turn off my computer volume on my keyboard due to feedback, and go to settings and turn off the computer volume:

Settings
Systems
Sound
Input devices
Disable

Another solution: If you have a bluetooth device, then use that to hear and talk.

Problem: If you do not have audio through your computer.

Solution: Call in using the "Join by Phone" option.

Problem: When using a computer, you may have difficulty connecting a speaker where everyone can hear you.

Solution: You may need to get a headset with headphones and a microphone.

If you have any questions, please contact Deacon Bob at deacon2@stpiusappleton.com or (920) 733-0575 and click extension for Deacon Bob (ext. 327).