



**STELLA MARIS COLLEGE
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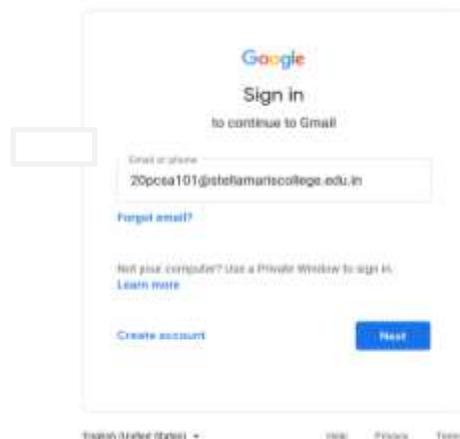
Instructions to Login Google Classroom and Google Meet

The following document gives systematic guidelines for students to access Google Classroom & Google Meet.

GOOGLE CLASSROOM

Instructions to login to Google Classroom using the email-ID provided by the College on a Desktop

Step 1: Enter the email id provided by the college and click on next.



***Reference: Google Support**

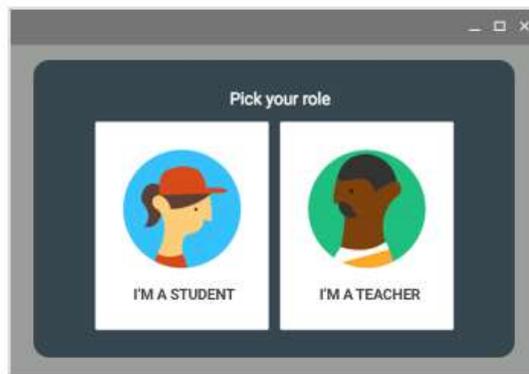
Step 2: Enter the shared password and click next



Please note: the password shared is a one-time password. Please change the password and make note of it.

Step 3: If there is a welcome message, review it and click **Accept**.

Step 4: Click **I'm A Student**



Step 5: Click **Get Started**



Switch to a different account

If you're signed in to multiple accounts you need to switch to the official emailed account that is provided by the College.

Instruction to Switch to Different Account:

Step 1: At the top, click your profile image or initial.

Step 2: Select the account.

How to join Google Classroom from the mobile app?

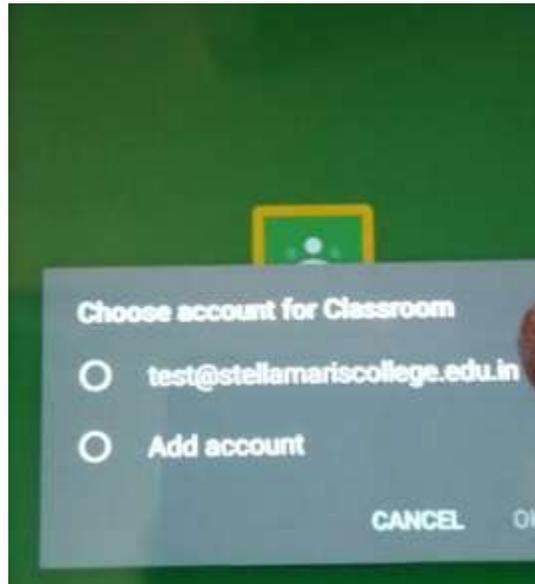
Step 1: Download the Google Classroom App from Google Play store or Apple App store



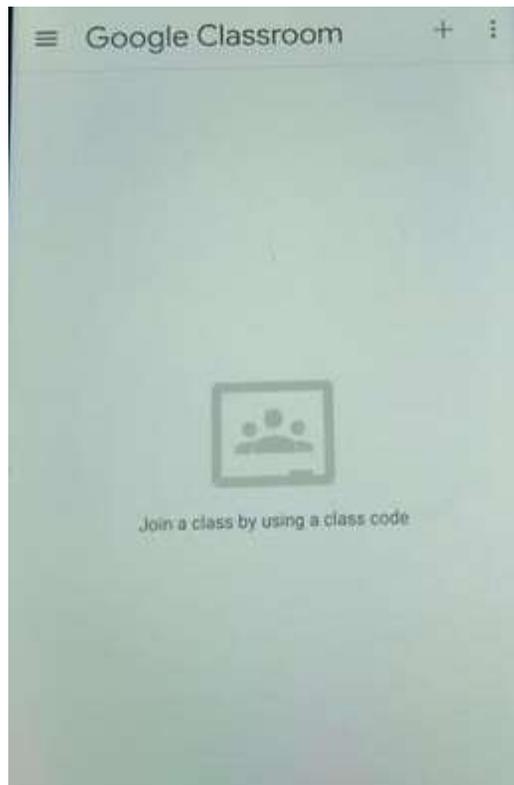
Step 2: Open the app and click “Get Started” to login to your account. Students will need to sign in with the college-provided Gmail account. Your screen will look similar to this one:



Step 3: Choose an account for classroom. Type the official email ID provided by the College.



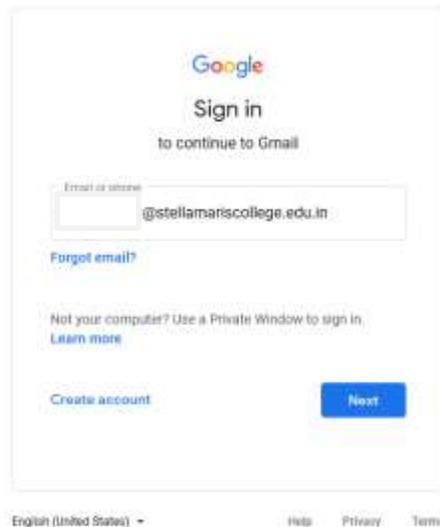
Step 4: Join the Google Classroom using Class Code by the Department. For each subject, an exclusive class code will be shared for you to login to access the subject notes and submit assignments.



GOOGLE MEET

Instruction to login to Google Meet using the Mail-id provided by the College on a Desktop

Step 1: Enter the official email id provided by the college for your classroom and click next



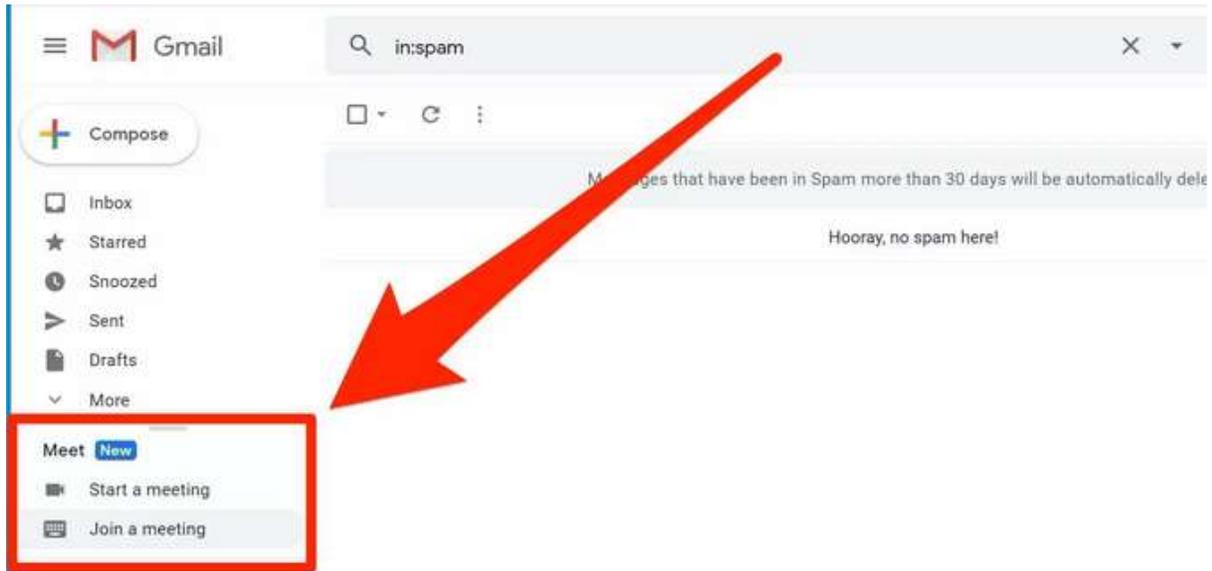
The screenshot shows the Google Sign in page. At the top is the Google logo, followed by the text "Sign in to continue to Gmail". Below this is a text input field labeled "Email or phone" containing the text "@stellamariscollege.edu.in". To the left of the input field is a link "Forgot email?". Below the input field is a link "Not your computer? Use a Private Window to sign in. Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". At the very bottom of the page, there is a language selector "English (United States) -" and links for "Help", "Privacy", and "Terms".

Step 2: Enter your password and click next

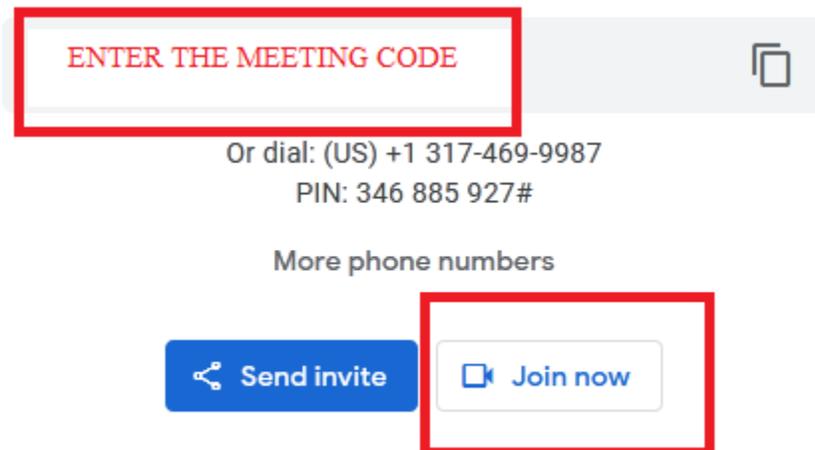


The screenshot shows the Google password entry page. At the top is the Google logo, followed by the text "Welcome". Below this is a text input field labeled "Enter your password" containing a series of asterisks. To the right of the input field is an eye icon. Below the input field is a link "Forgot password?". At the bottom right is a blue button labeled "Next". At the very bottom of the page, there is a language selector "English (United States) -" and links for "Help", "Privacy", and "Terms".

Step 3: In the "Meet" section of the navigation on the left, click "Join a meeting. "



Step 4: In the "Got a meeting code" pop-up, enter the code that department sent to you and then click "Join."



Alternatively, keep your official email id open. Copy + Paste the Google Meet link shared by the Department in the new tab and click Enter.

Click "Join now" to enter the online class.

How to join Google Meet from the mobile app?

Step 1: Download the Google Meet App

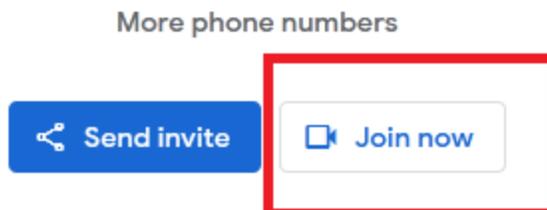


Step 2: Start the Meet app on your Mobile Phone



Step 3: At the bottom of the screen, copy the link

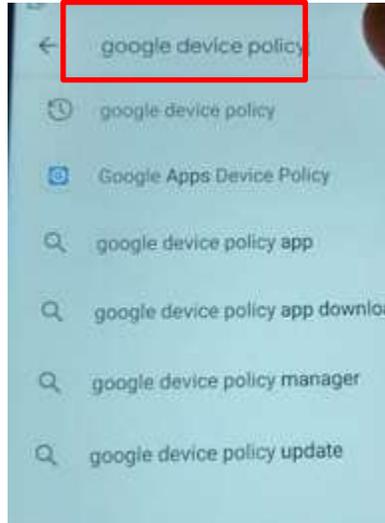
Step 4: Enter the link sent by the department click "Join meeting."



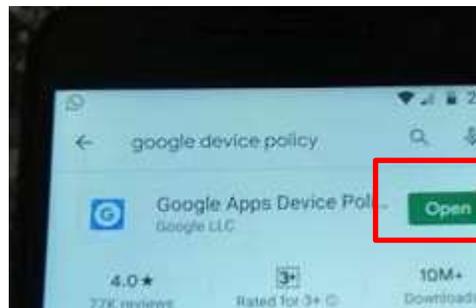
***Reference: Google Support**

Logging into Official Mail-Id using Mobile Phone

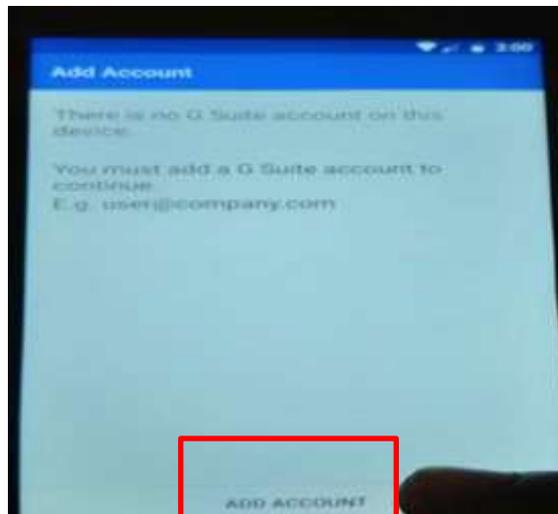
Step 1: Download the Google Device Policy App



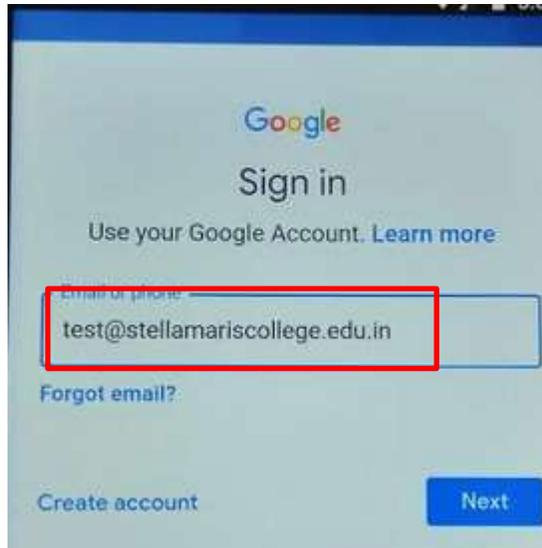
Step 2: Open the App



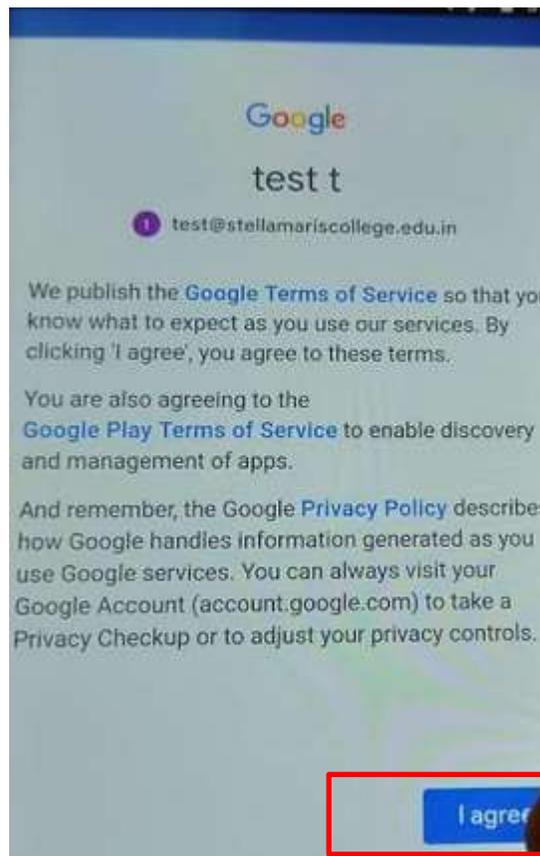
Step 3: Select Add Account



Step 4: Enter the Mail-id provided by the College



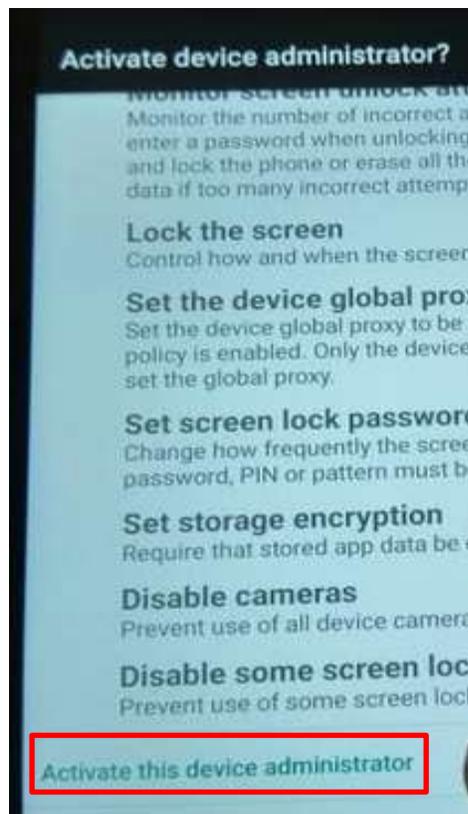
Step 5: Select I agree



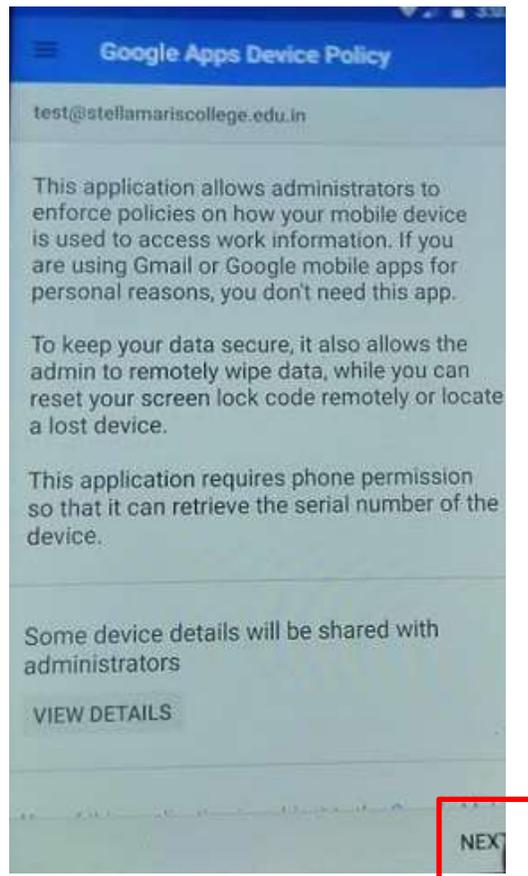
Step 6: Enter the Password



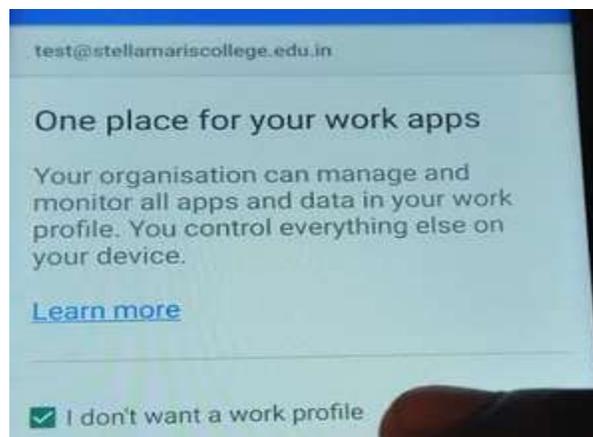
Step 7: Click on Activate this device administrator



Step 8: Click on Next



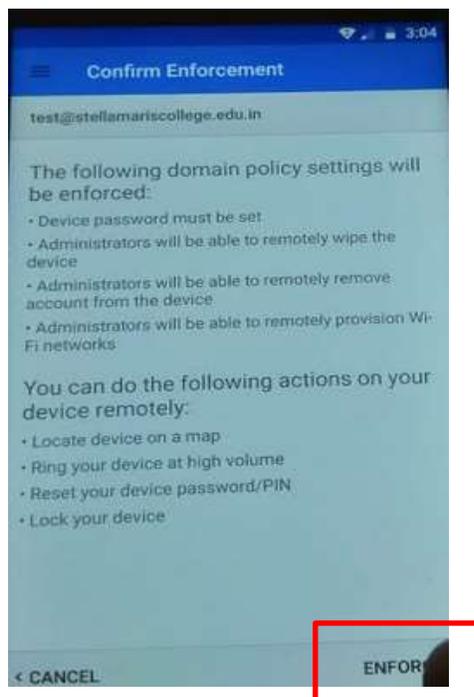
Step 9: Select “I don’t want a work profile” and Click Next



Step 10: Click on Next



Step 11: Click on Enforce



-ends-

***Reference: Google Support**