STELLA MARIS COLLEGE
(AUTONOMOUS)
CHENNAI-600 086

Tel   : 044 – 28110121
Email   : principal@stellamariscollege.edu.in
Web   : stellamariscollege.edu.in

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.
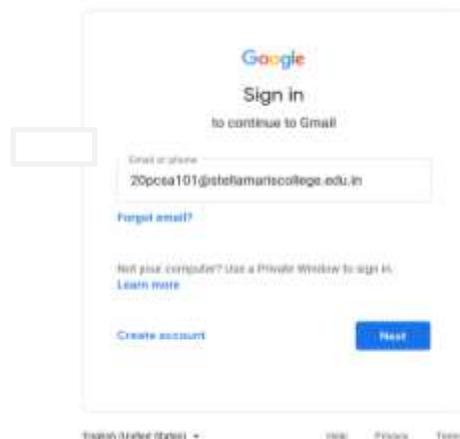
*Reference: Google Support

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**
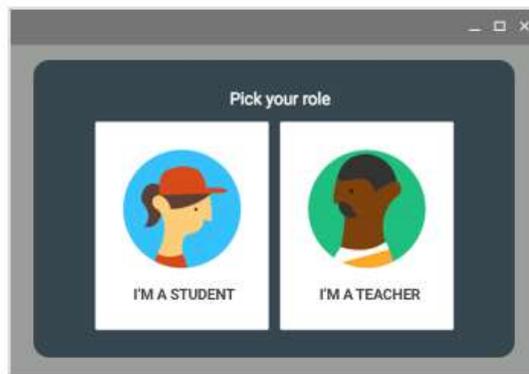
Step 5: Click **Get Started**

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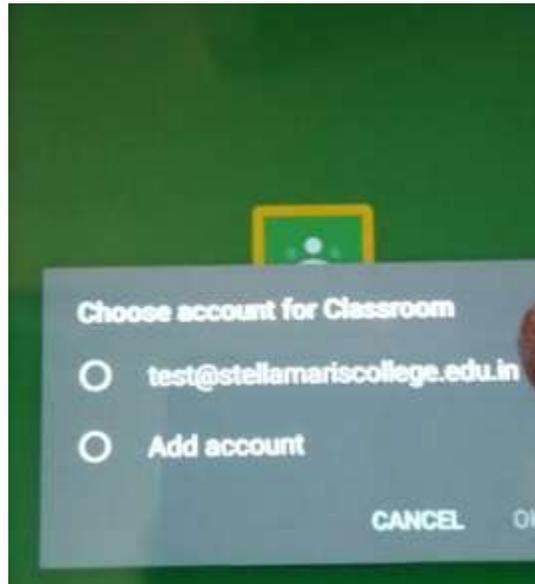
Step 4: Join the Google Classroom using Class Code by the Department. For each subject, an exclusive class code will be shared for you to login to access the subject notes and submit assignments.
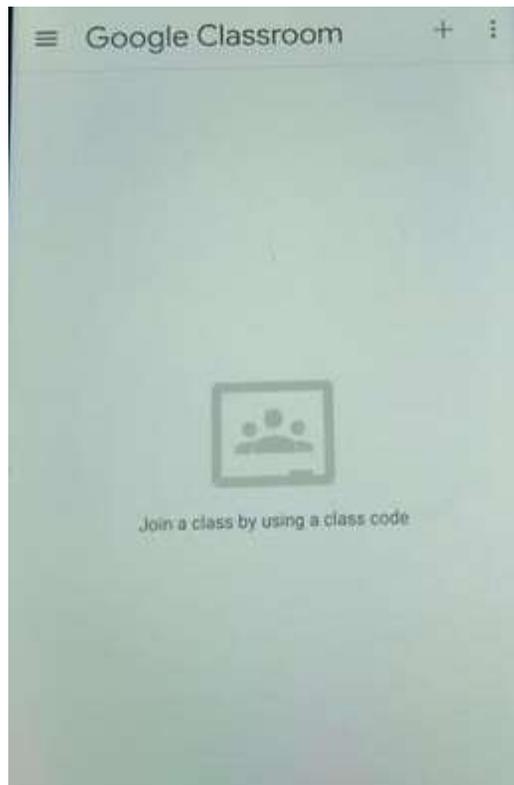
GOOGLE MEET

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
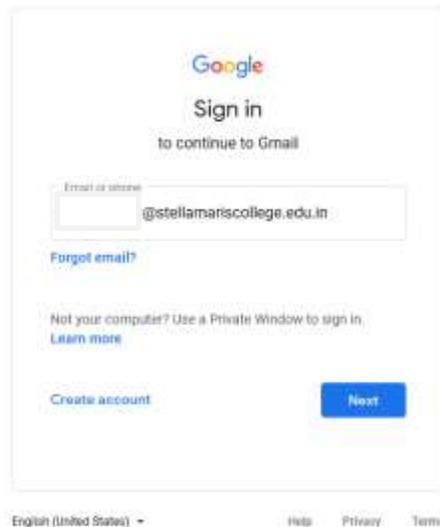
Step 2: Enter your password and click next

Step 3: In the "Meet" section of the navigation on the left, click "Join a meeting. "
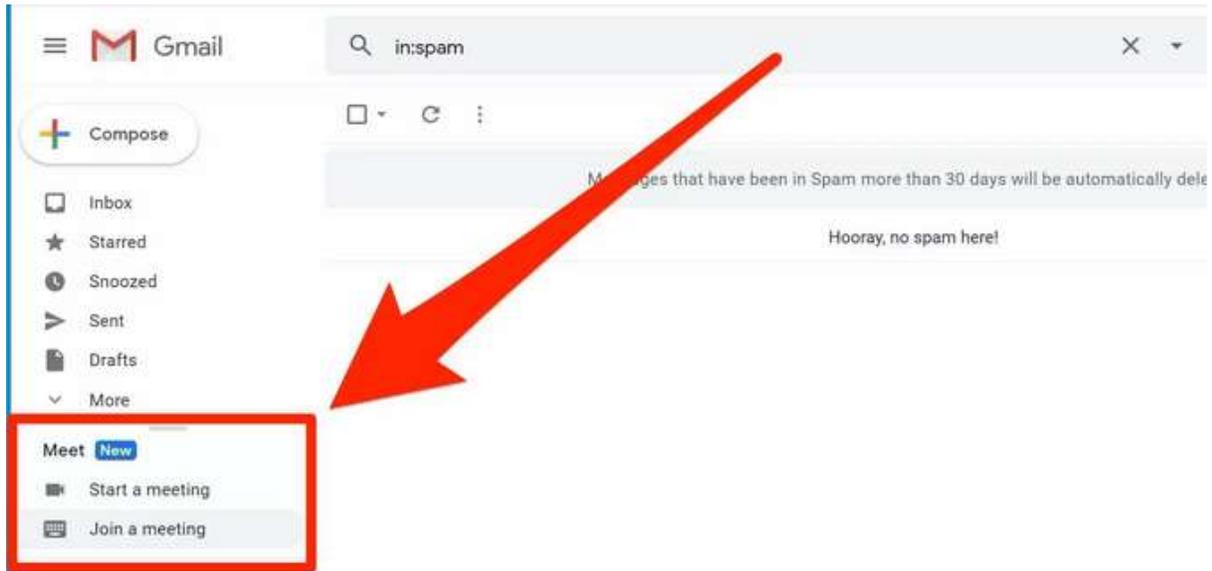
Step 4: In the "Got a meeting code" pop-up, enter the code that department sent to you and then click "Join."
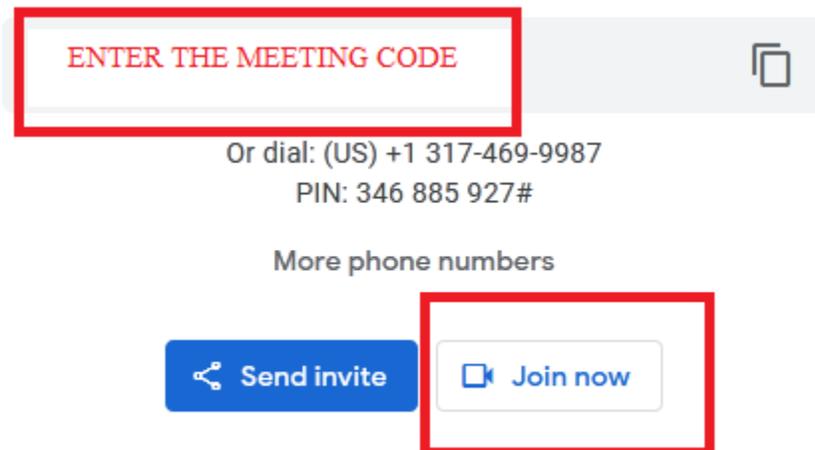
Alternatively, keep your official email id open. Copy + Paste the Google Meet link shared by the Department in the new tab and click Enter.

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."
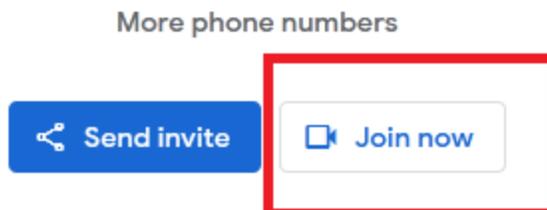
*Reference: Google Support

Logging into Official Mail-Id using Mobile Phone

Step 1: Download the Google Device Policy App
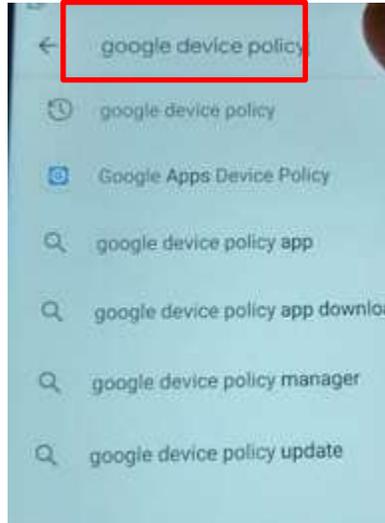
Step 2: Open the App
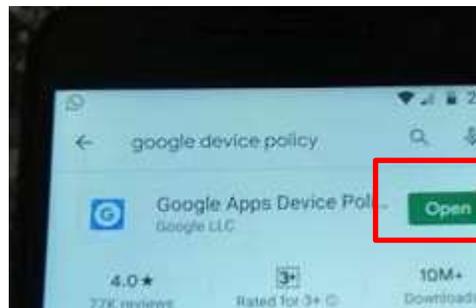
Step 3: Select Add Account
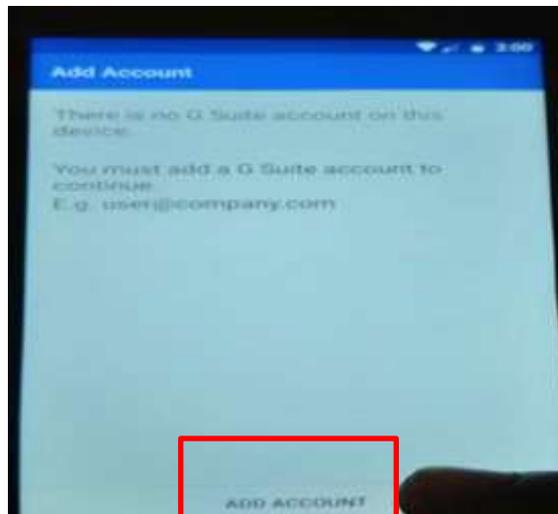
Step 4: Enter the Mail-id provided by the College
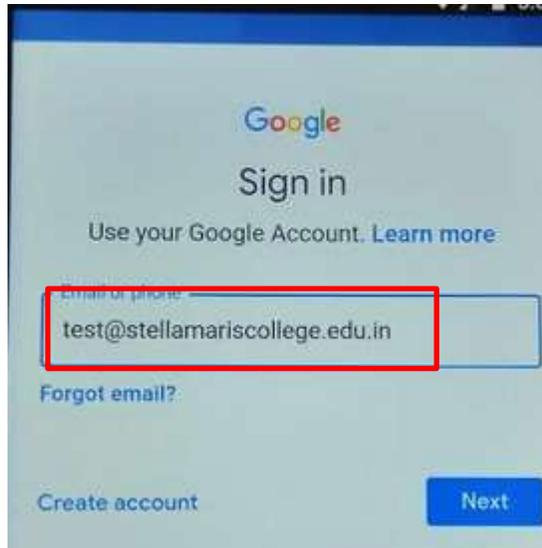
Step 5: Select I agree
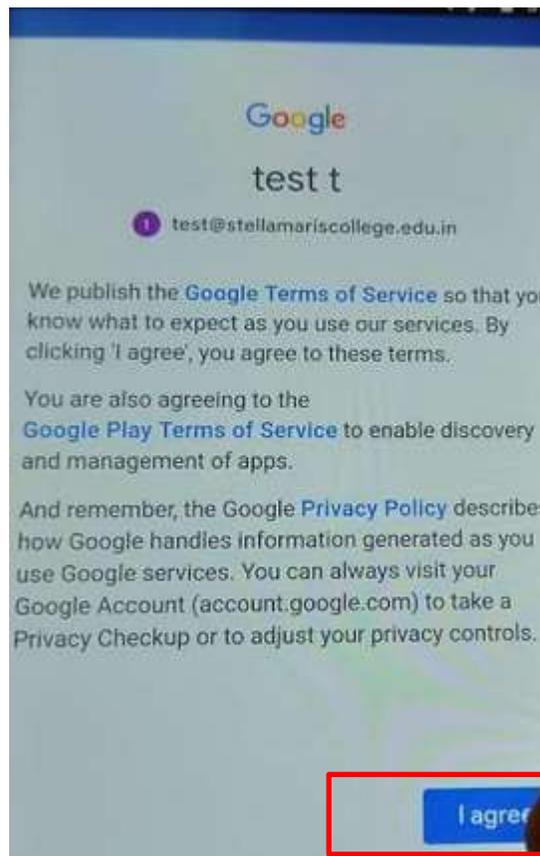
Step 6: Enter the Password

Step 7: Click on Activate this device administrator
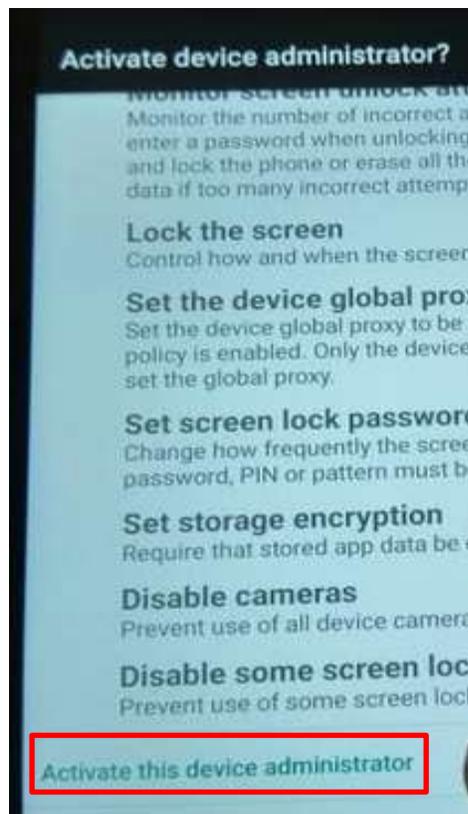
Step 8: Click on Next
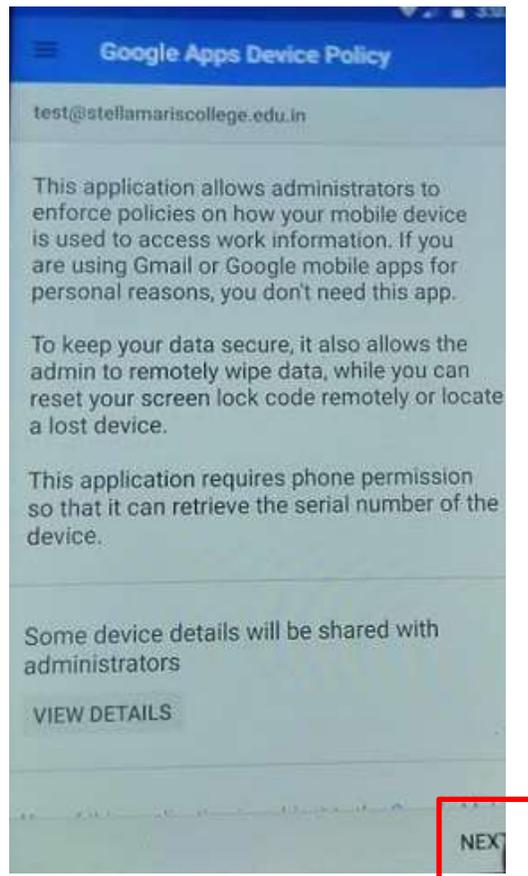
Step 9: Select "I don't want a work profile" and Click Next
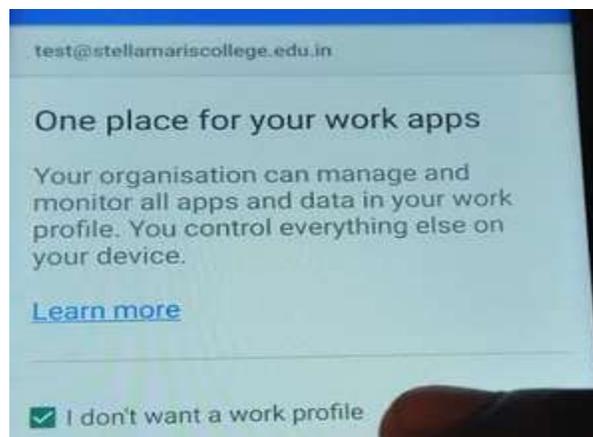
Step 10: Click on Next

Step 11: Click on Enforce

-ends-   ***Reference: Google Support**