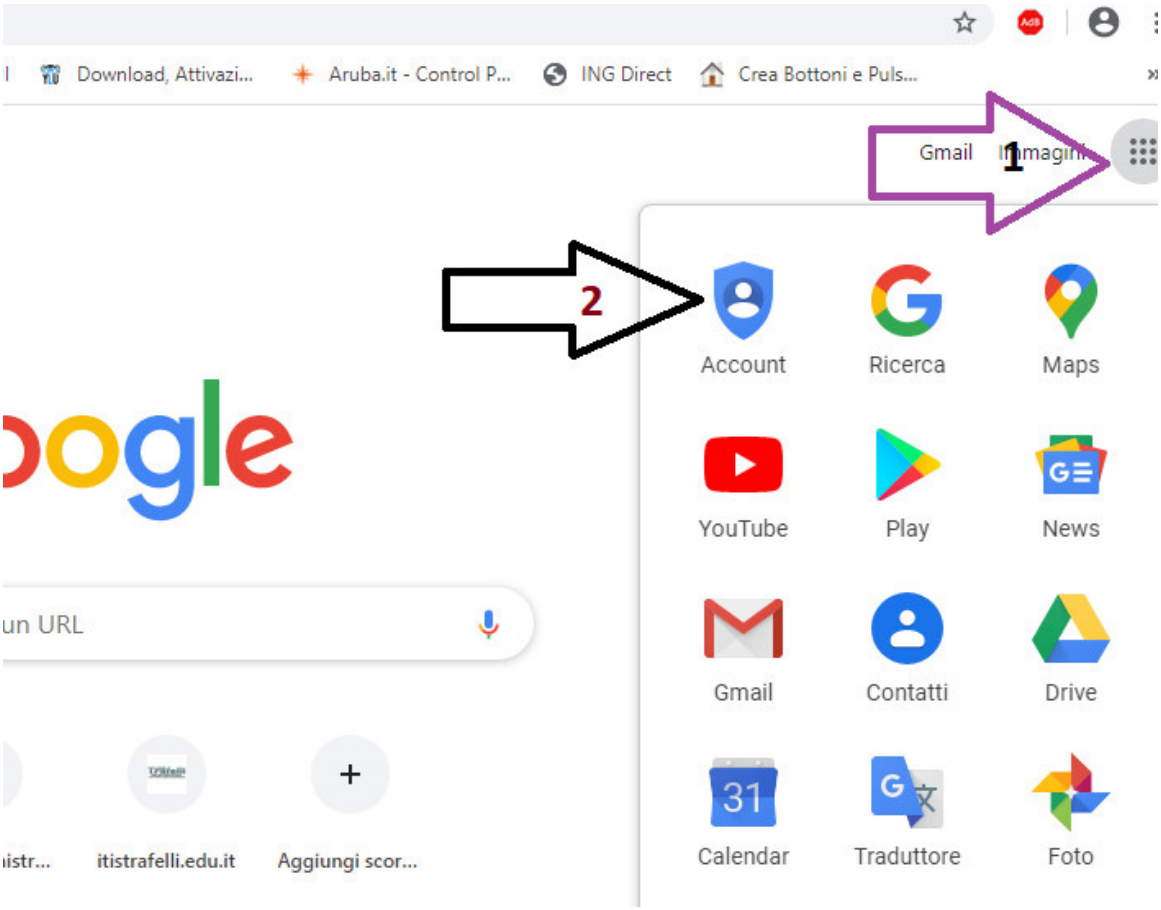
Accesso G-Suite

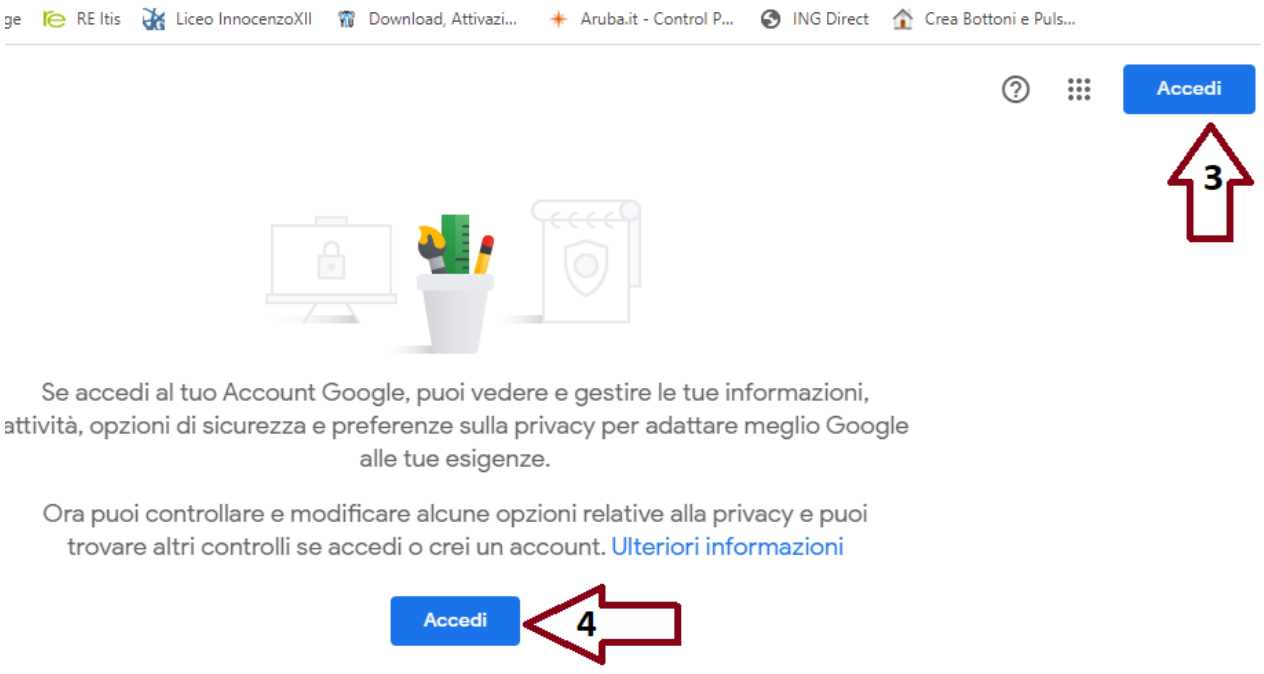
Uscire da eventuali altri account gmail e seguire le istruzioni:

1 Cliccare sui 9 puntini in alto a destra (Freccia 1)

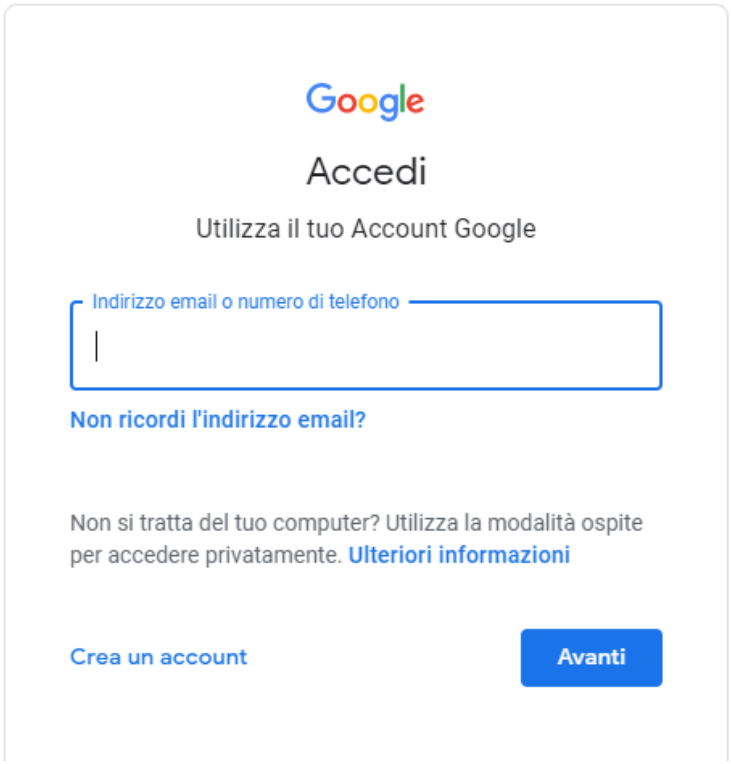
2 Cliccare su Account



Cliccare sul pulsante Accedi (Figura 3 o Figura 4)

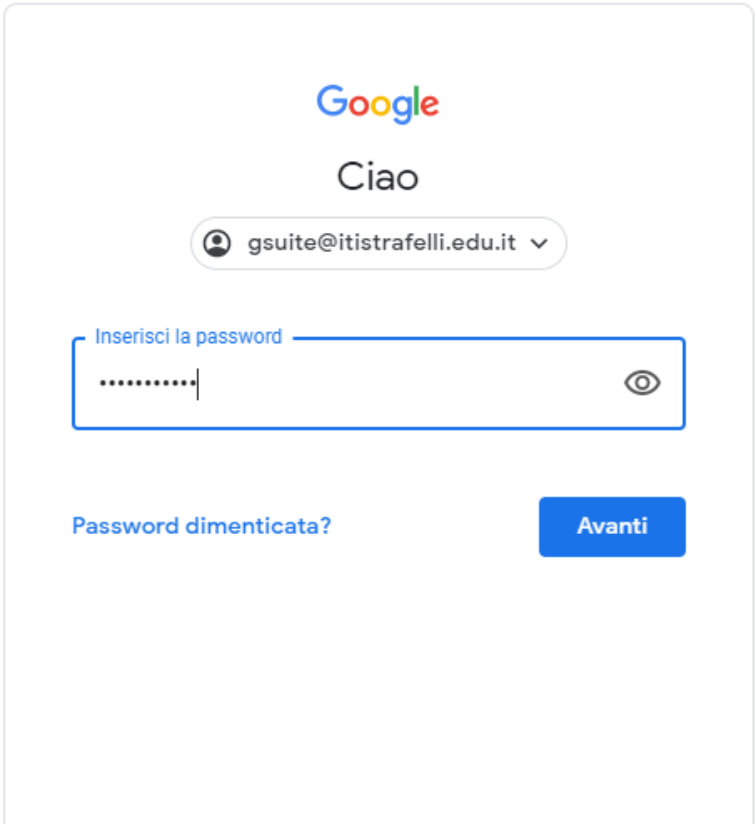


Inserire l’indirizzo mail



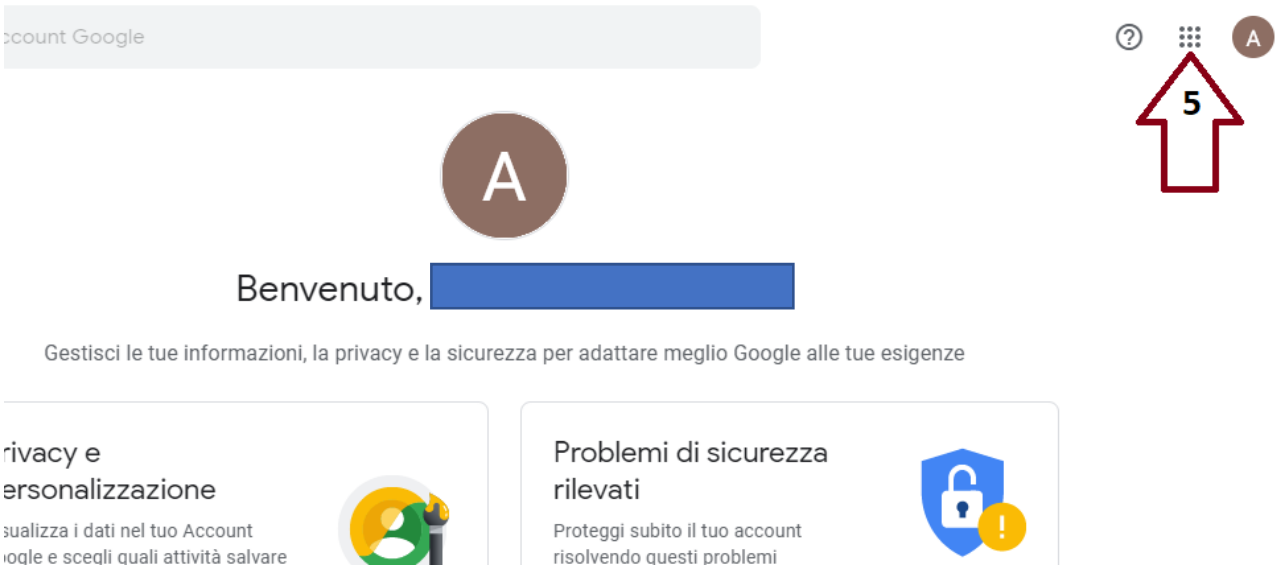
Cliccare sul pulsante **Avanti**

Inserire la **password**

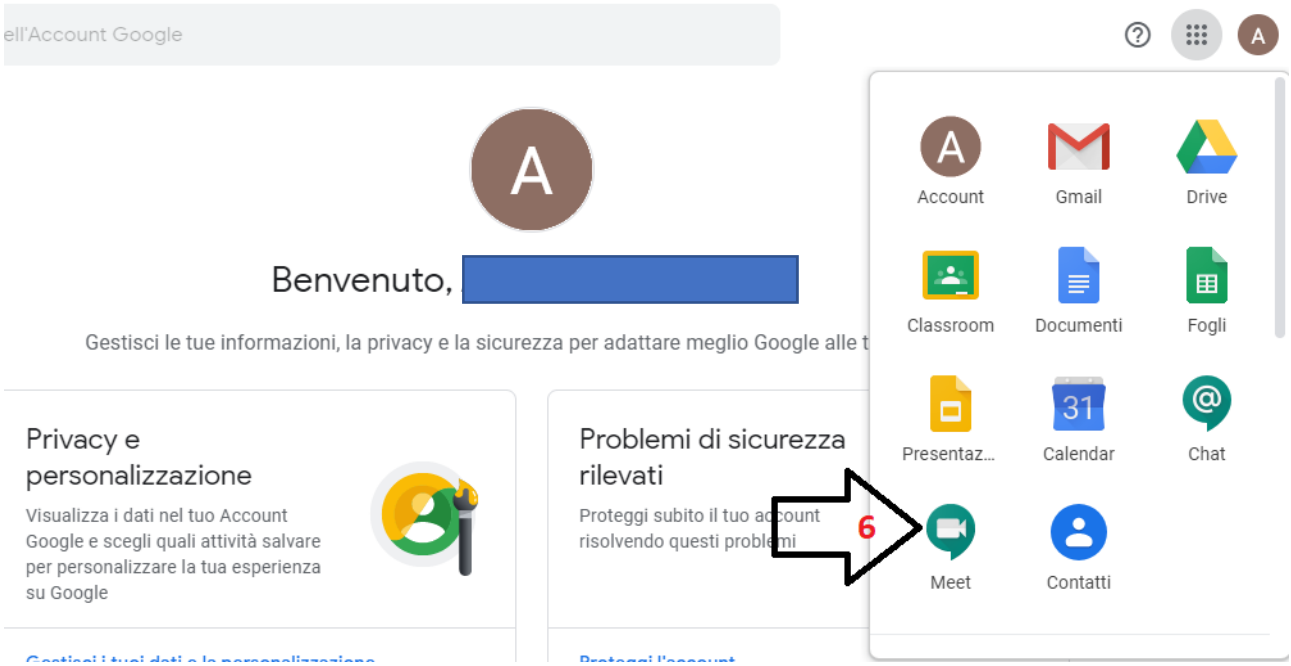


cliccare sul pulsante **Avanti**

Cliccare sui 9 puntini in alto a destra (Freccia 5)

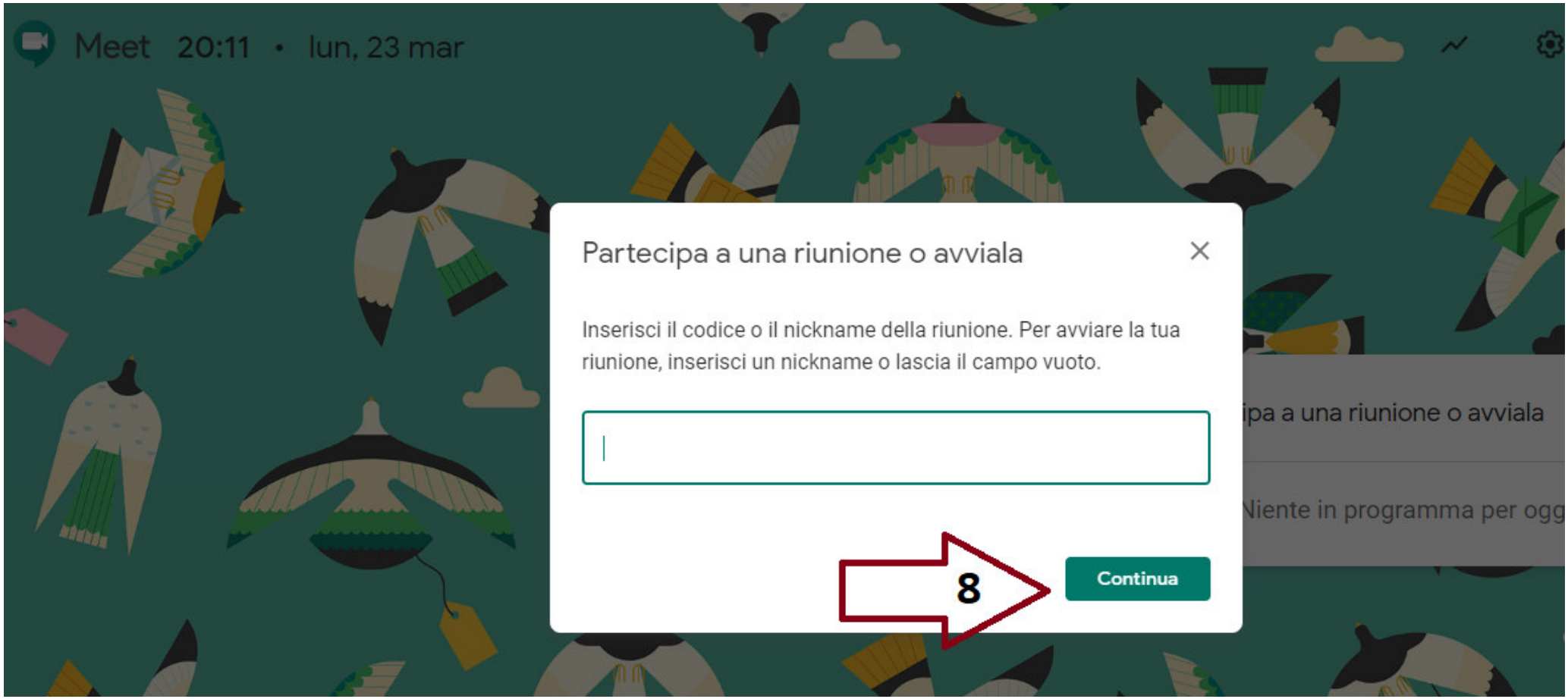


Cliccare sull'icona Meet **(Freccia 6)**

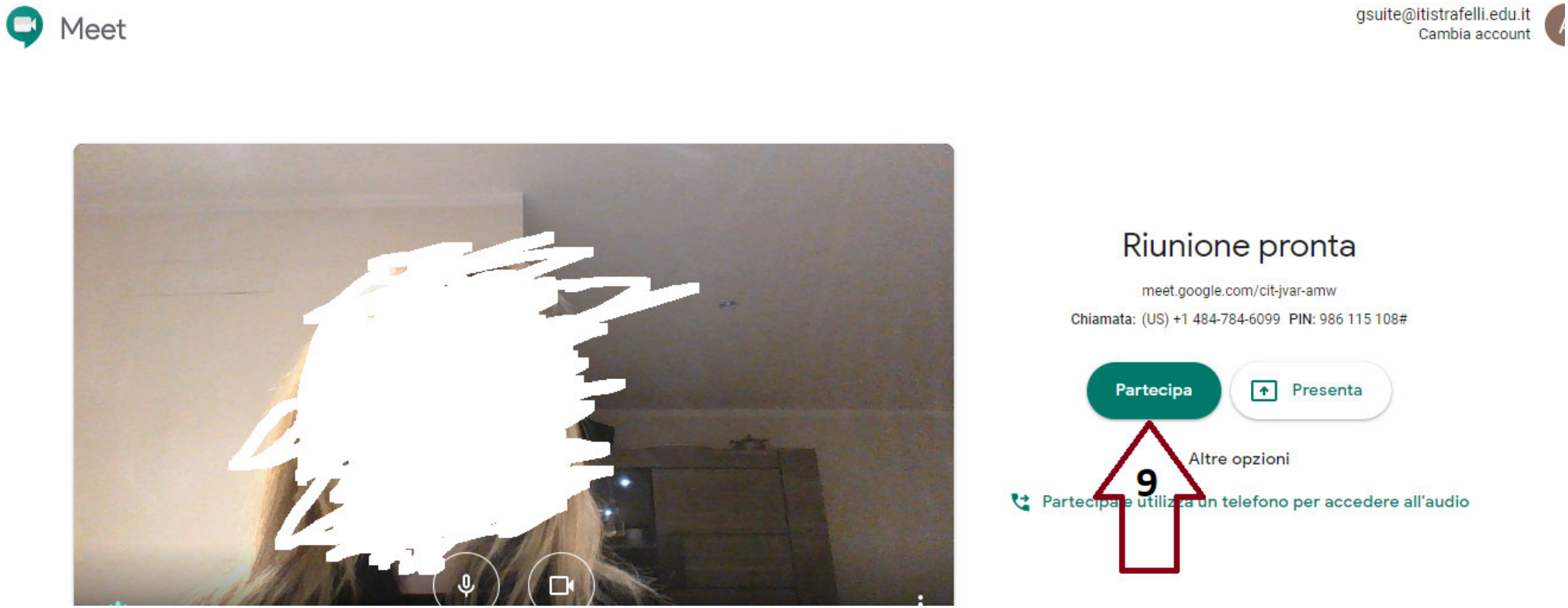


Cliccare su Parteciapa a una riunione o avviala **(Freccia 7)**

Cliccare su Continua **(Freccia 8)**

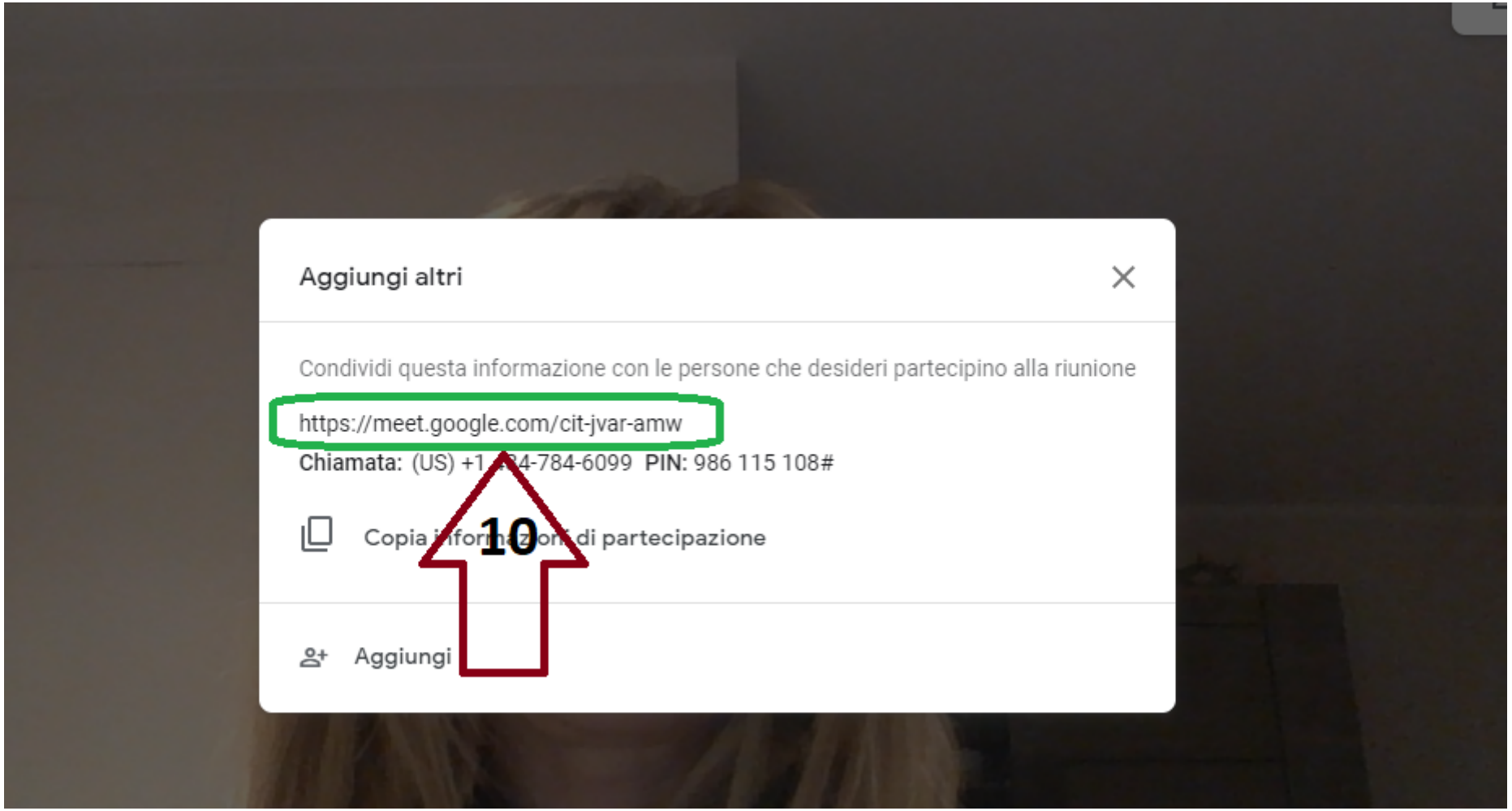


Cliccare su Partecipa **(Freccia 9)**



Viene generato il link da copiare e inviare al/i destinatario/i (Esempio: Copiare nelle comunicazioni del R.E. ; nel sito di istituto ; su whatsapp, ecc….) (**Freccia 10**)

N.B.: è sempre possibile recuperare il link anche durante la conferenza

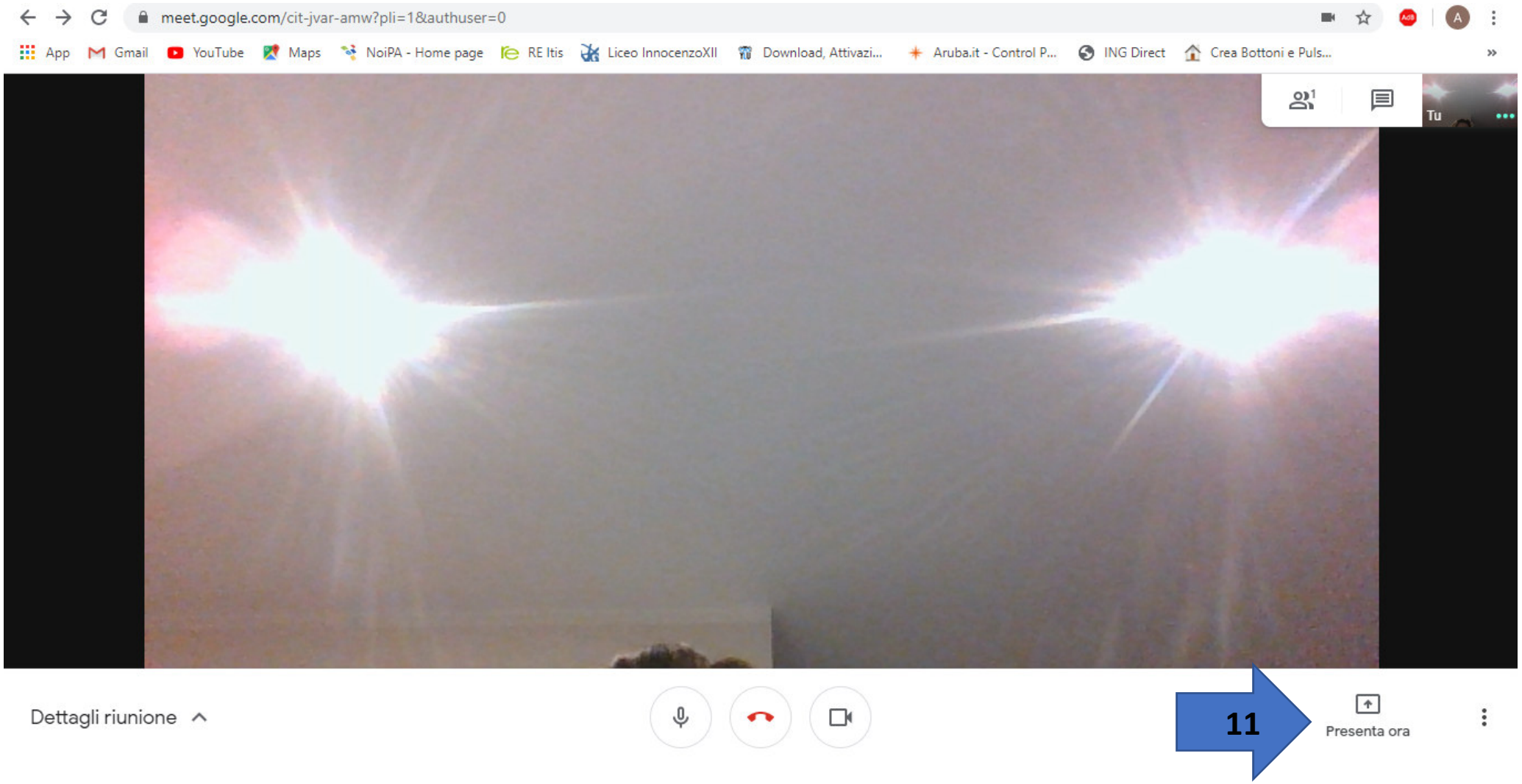


Chiudere la finestra **Aggiungi altri** cliccando sulla x

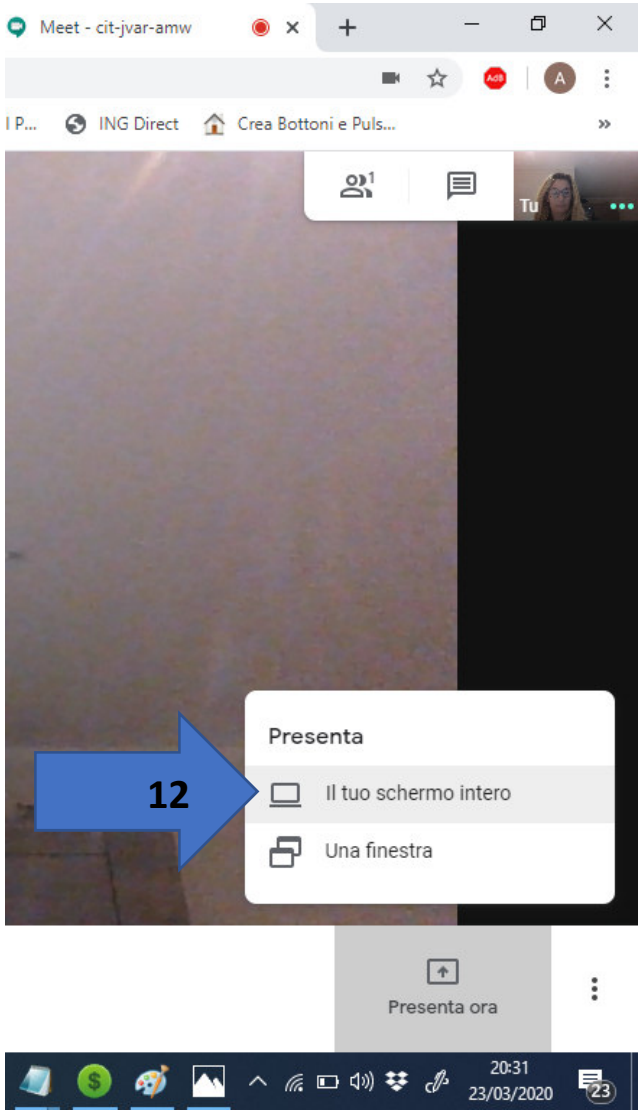
Attendere ed accettare i partecipanti.

Come presentare finestre o schermo ai partecipanti:

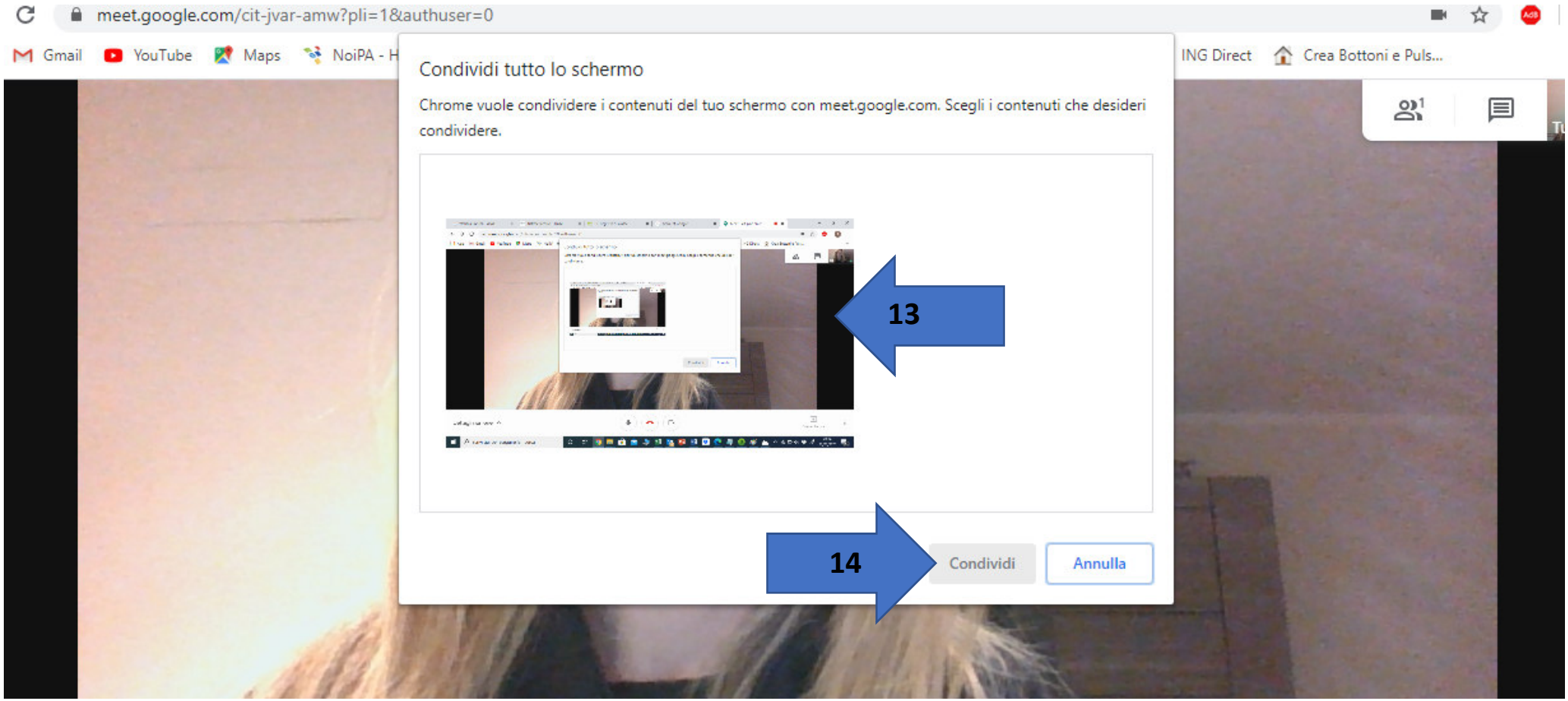
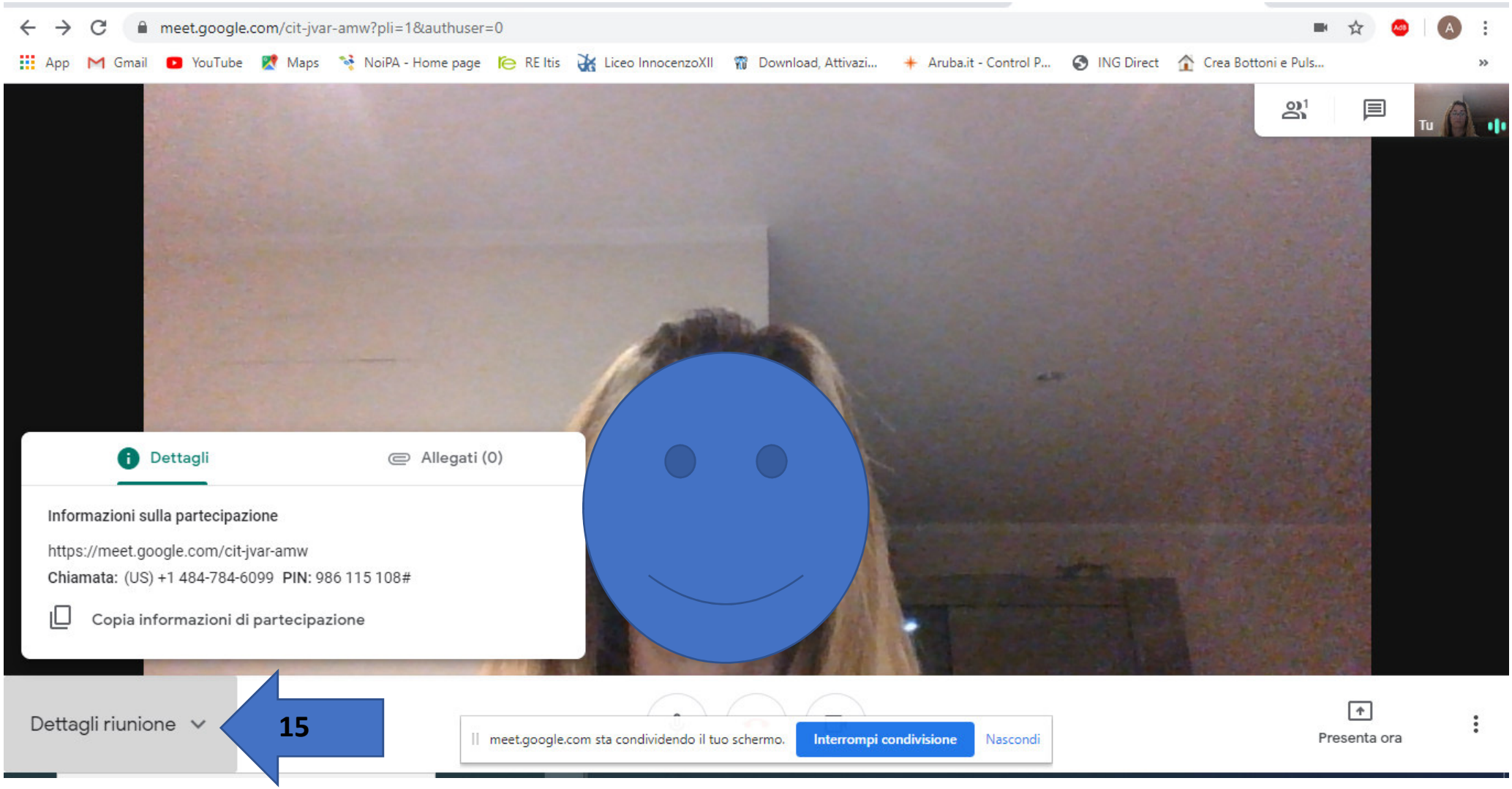
Cliccare su **Presenta ora** (presente in basso a destra **Freccia 11**)



Cliccare su Il tuo schermo intero oppure Finestra (**Freccia 12**)



Cliccare prima sulla schermata (**Freccia 13**) e poi su condividi (**Freccia 14**)



Ciccando su Dettagli riunione è possibile accedere al link della videoconferenza (Freccia 15)