

# EIP Online Classroom

## How to access on a smartphone



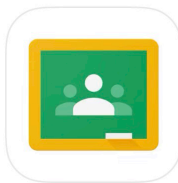
### Step 1: Download Apps

Open App Store on iPhone OR

Google Play on Android

Download the Apps:

Google Classroom and Hangouts Meet



**Google Classroom**

Google LLC

GET



**Hangouts Meet by Google**

Google LLC Meetings on-t...

GET



**Google Classroom**

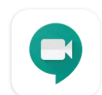
Google LLC

2.8★  
144K reviews

10M+  
Downloads

3+  
Rated for 3+ ©

Install



**Hangouts Meet**

Google LLC

3.1★  
10K reviews

5M+  
Downloads

3+  
Rated for 3+ ©

Install

### Step 2: Check your email

Open your mailbox and find your teacher's invitation.

Click on the BLUE button JOIN

JOIN

### Step 2: Log in

Enter your Gmail account details.

*If you don't have a Gmail account, please create a new account and notify your trainer your new email so he/she can add you to the classroom.*

Google  
Sign in  
to continue to Gmail

Email or phone

[Forgot email?](#)

Not your computer? Use Private Browsing windows to sign in. [Learn more](#)

[Create account](#) [Next](#)

### Step 3: Navigate Stream

Google Classroom app will open. Navigate the landing page called **Stream** where you find all comments and news from your teacher and classmates

Stream

Classwork

People

### Step 4: Navigate Classwork

Navigate to Classwork where you will find all activities for the current week

Stream

**Classwork**

People

In **information** you will find essential information about your course including contact details for your teacher

The course is divided by **Sessions**, 1 to 4. The first Task of each session is an online group meeting with your trainer and your classmates

### Step 5: Open a Task

Click on Session 1, Task 1 and you will find the instructions of your Task.

#### Session 1



Task 1 - Classroom

Posted 2:13 pm (Edited 4:09 pm)

8:30am-9:30am Wednesday 8 April 2020

Link to meeting: <https://meet.google.com/vjp-apfb-jqx>

### Step 6: Join an Online meeting

Click on the blue link for the meeting. Hangouts Meet app will open.

### Step 7: Ask to join

Click Ask to Join

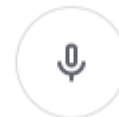
Ask to join

Your trainer will allow you in the classroom.

### Step 7: IMPORTANT

Please click to **MUTE** your mic. This is important otherwise the meeting will be very noisy. If you need to talk to the trainer you can request via chat. If your connection is slow, we recommend turning your camera off.

Click the **MIC** icon to **MUTE** your microphone



Click on the **CAMERA** icon to Turn your camera off

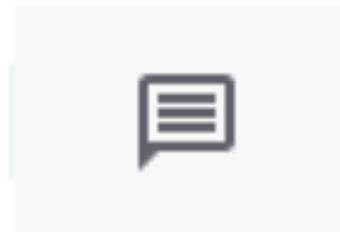


If you click the **RED CALL** icon you will exit the meeting



### Step 8: Send a message to trainer

Click on the **CHAT** to ask your teacher a question or to request to talk to him/her.



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### Help

Important information:

**If you need any help please email your teacher.**

**You must have access to the internet.**

**Please ensure your phone is charged.**

**We recommend wearing headphones to better hear your teacher.**