

Google Meet Joining Instructions

You can join the Inquiry's virtual local meetings from your laptop or computer, an app on your mobile or tablet device, or by calling from your mobile or landline. Please follow the appropriate instructions set out below:

Joining by video from a laptop or computer:

1. Click the meeting link in the confirmation email from the Inquiry. You will be taken to the meeting waiting room (***the meeting link will only work on the following browsers: Google Chrome, Mozilla Firefox and Microsoft Edge***).
2. Enter your full name, check your camera angle and then request to join the meeting.
3. Once a member of the Inquiry team has approved your access, you will join the meeting directly.
4. Your camera and microphone controls can be found on the control panel at the bottom of your screen.

Joining by video from an app on your mobile or tablet device:

1. Download the free Google Meet app to your mobile phone or tablet device.
2. Once you open the app, you will be prompted to sign into your Google account. Select create an account if you don't already have one and follow the instructions on the screen.
3. Once you have signed into the app, follow the meeting link in the confirmation email from the Inquiry using an email account on your device; or enter the meeting code directly into the Google Meet app.
4. You will be taken to the meeting waiting room where you should check your camera angle and then request to join the meeting.
5. Once a member of the Inquiry team has approved your access, you will join the meeting directly.
6. The camera and microphone controls can be found on the control panel at the bottom of the video.

Join by calling from a mobile or landline:

1. Dial the phone number provided in the confirmation email from the Inquiry.
2. When prompted, enter the PIN provided in the confirmation email from the Inquiry; followed by #.
3. You will be placed directly into the meeting.
4. Press *6 to unmute your microphone and *6 again to mute it.