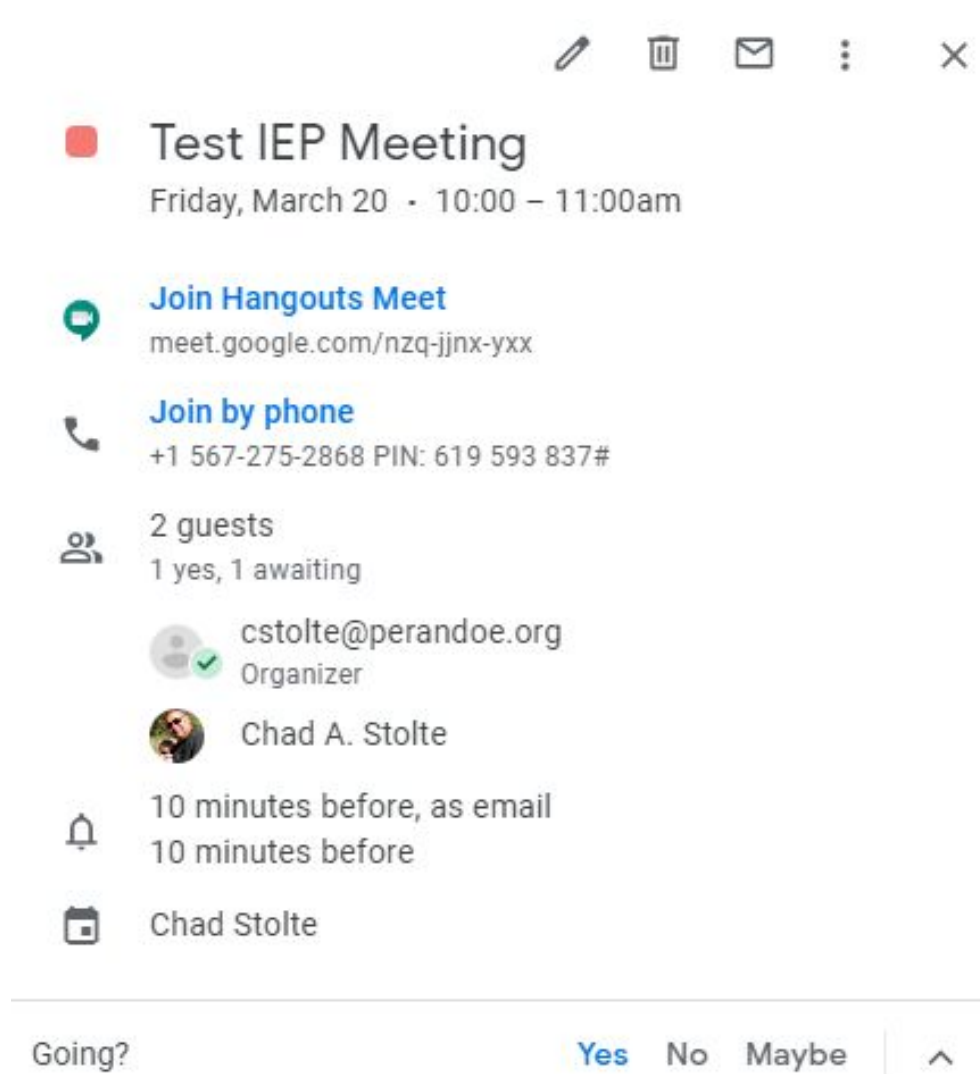


Directions to Participate in IEP Meetings

You will receive an email invitation from the school inviting you to attend an IEP meeting.


You have three options by which you can attend the meeting:


1. Conference Call (by phone)
2. Video Conference (by computer)
3. Video Conference (by smartphone)





The screenshot shows a Google Calendar event titled "Test IEP Meeting" scheduled for Friday, March 20, from 10:00 to 11:00am. The event includes a "Join Hangouts Meet" link (meet.google.com/nzq-jjnx-yxx), a "Join by phone" option (+1 567-275-2868 PIN: 619 593 837#), and a list of 2 guests (1 yes, 1 awaiting). The organizer is listed as cstolte@perandoe.org (Chad A. Stolte). The event is set to notify attendees 10 minutes before via email. The event is created by Chad Stolte. At the bottom, there is a "Going?" section with buttons for "Yes", "No", and "Maybe", and an upward arrow icon.


✎ 🗑️ ✉️ ⋮ ✕


 **Test IEP Meeting**
Friday, March 20 - 10:00 – 11:00am


 **Join Hangouts Meet**
meet.google.com/nzq-jjnx-yxx


 **Join by phone**
+1 567-275-2868 PIN: 619 593 837#

 **2 guests**
1 yes, 1 awaiting

 cstolte@perandoe.org
Organizer

 Chad A. Stolte

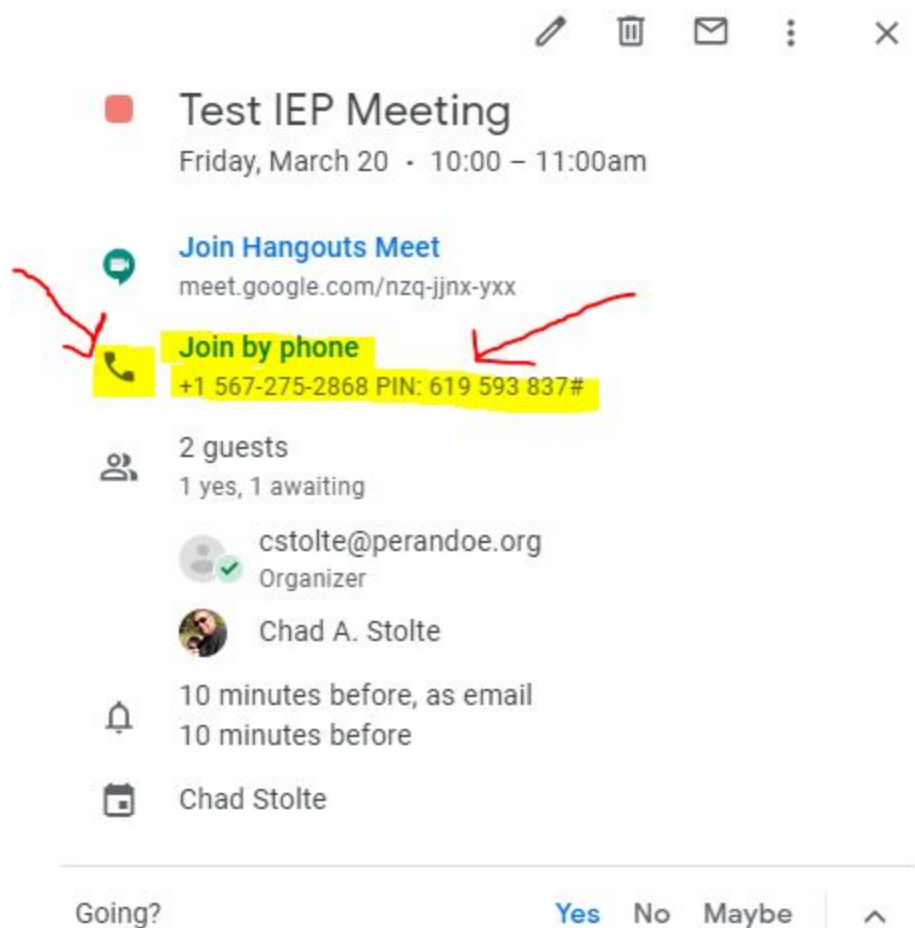
 10 minutes before, as email
10 minutes before

 Chad Stolte

Going? **Yes** No Maybe | ^

Option 1: Conference by Phone

1. Open the email that was sent to you by the school
2. Dial the **Phone Number** found in the email.
3. Enter the **PIN** number when prompted



The screenshot shows an email interface with a meeting invitation. At the top, there are icons for editing, deleting, and marking as read. The meeting title is "Test IEP Meeting" with a red square icon, and the time is "Friday, March 20 - 10:00 - 11:00am". Below the title, there are two join options: "Join Hangouts Meet" with a URL and "Join by phone" with a phone icon and a highlighted phone number and PIN. The "Join by phone" option is highlighted in yellow, and red arrows point to the phone icon and the PIN. Below the join options, there are details about the meeting: "2 guests" (1 yes, 1 awaiting), the organizer "cstolte@perandoe.org", and the attendee "Chad A. Stolte". There are also notification and calendar icons. At the bottom, there is a "Going?" section with "Yes", "No", and "Maybe" options, and an upward arrow.

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Test IEP Meeting
Friday, March 20 - 10:00 - 11:00am

Join Hangouts Meet
meet.google.com/nzq-jjnx-yxx

Join by phone
+1 567-275-2868 PIN: 619 593 837#

👤 2 guests
1 yes, 1 awaiting

👤 cstolte@perandoe.org
Organizer

👤 Chad A. Stolte

🔔 10 minutes before, as email
10 minutes before

📅 Chad Stolte

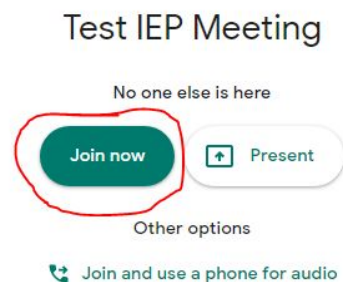
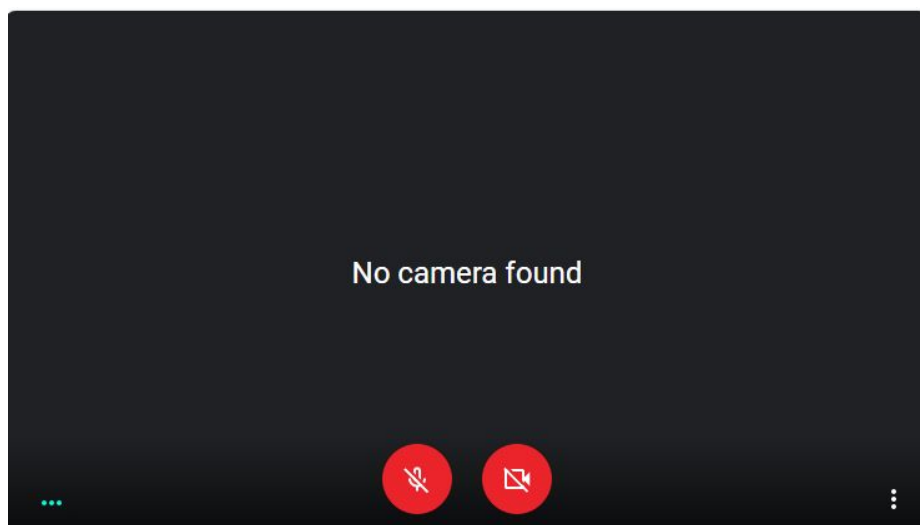
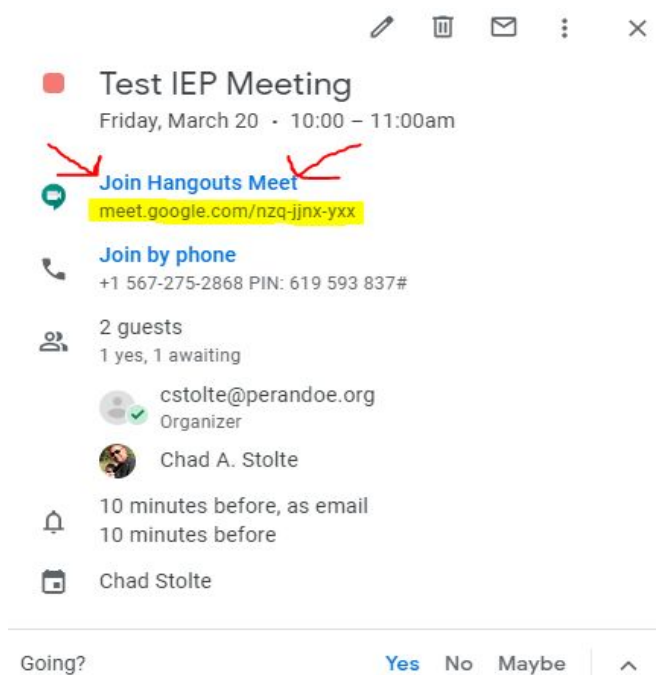
Going? **Yes** No Maybe | ^

Option 2: Video Conference- By Computer

***Your computer or laptop will need a microphone and audio capabilities & Google Chrome as your web browser

Open your email and do the following:

1. Click on the link that is shown **highlighted**. This will take you to the video option for the meeting. Click **Join Now** once there.



Option 3: Video Conference by Smartphone

1. Download the free app, [Hangouts Meet by Google](#)
2. Through your smart phone, open the email that the school sent you and click on the **highlighted** link:

Invitation: Test IEP Meeting @ Fri Mar 20, 2020 10am - 11am (CDT)
[@chads14@gmail.com](mailto:chads14@gmail.com)



You have been invited to the following event.

Test IEP Meeting

When: Fri Mar 20, 2020 10am – 11am Central Time - Chicago

Joining info: Join Hangouts Meet
meet.google.com/nzq-jjnx-yxx

Join by phone: +1 567-275-2868 (PIN: 619593837)

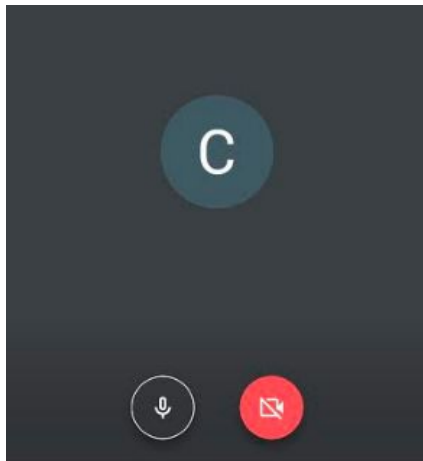
Calendar: chads14@gmail.com

Who:

- cstolte@perandoe.org - organizer
- chads14@gmail.com

Going (chads14@gmail.com)? [Yes](#) [more details »](#)
- [Maybe](#) - [No](#) [more options »](#)

3. Once you click the link, the app will open and take you straight to the video conference. Click **Join Meeting!**



Test IEP Meeting


Fri, Mar 20, 10:00–11:00 AM

You are the first one here

[Join meeting](#)

[Present](#)

Joining as

 cstolte@perandoe.org (Switch)