



XXX-XXXX-XXX



XXX-XXXX-XXX



Educators

Log in with a G Suite account @pef.czu.cz

Plan the videocall in **the calendar** Google

- create the session
- add students and other guests
- **add group** of students
- send invites out

or



Start the call from the **web** meet.google.com

- create a new videocall
- send the code of the meeting out through email
- or put the code on the internet

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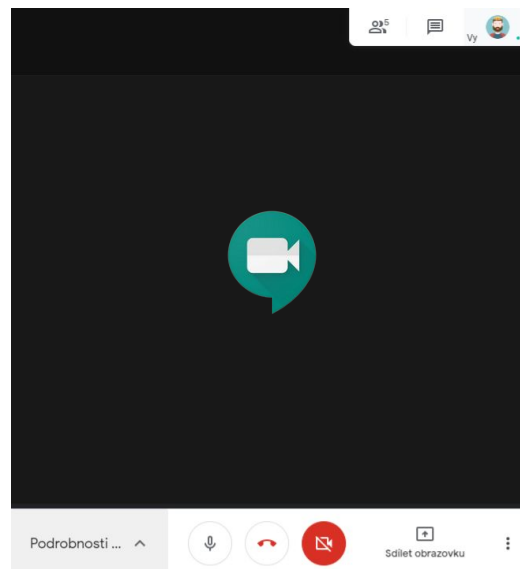
Present with the help of the show screen

Share study material

- Google documents, tables, presentation
- Other files (pdf) on google drive/disk



Don't know what to do? We can help.
 Don't have a G suite account? We can make it for you.
 Write to Jan Prokop prokop@pef.czu.cz



Record the videocall

- Recording will be saved on the Google drive/disk
- share the recording with other students

Students

Log in se with your private @gmail.com account, or even without an account (just make sure to fill in your name)

Join the videocall through

- directly from Google calendar
- email notification/messages

Join the videocall directly from the **web** meet.google.com

- by using a direct link to the meeting of that day
- or by entering the code of the meeting
- you will receive the code by email, chat, SMS etc



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Join from wherever you are

- computer / Notebook / Tablet / Smart Phone
- for example start on your notebook and if you have to switch, than you can use your phone.

Replay recordings of the videocall that you should not be a part of.



Display your study material.

