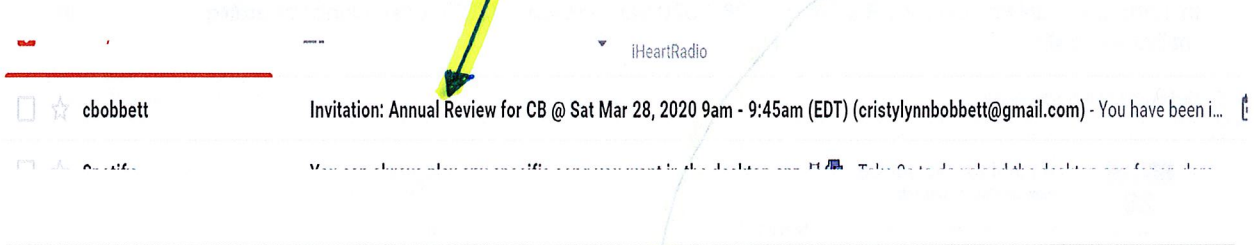


Example

## CSE/504/CPSE Meetings and Invitations INFO

1. You will receive an email invitation for your CSE/504 or CPSE meeting:



2. When you open your email you will see this:

Invitation: Annual Review for CB @ Sat Mar 28, 2020 9am - 9:45am (EDT) (cristyllynnbobbett@gmail.com) [Inbox](#)

**cbobbett@k12.tullyschools.org**  
to me

8:40 AM (2 minutes ago)

**Mar 28**  
Sat

**Annual Review for CB**  
[View on Google Calendar](#)

When Sat Mar 28, 2020 9am - 9:45am (EDT)  
Who cbobbett@k12.tullyschools.org\*

[More options](#)

**Agenda**  
Sat Mar 28, 2020

No earlier events

9am Annual Review for CB

No later events

You have been invited to the following event.

**Annual Review for CB**

When Sat Mar 28, 2020 9am - 9:45am Eastern Time - New York [more details »](#)

Joining info Join Hangouts Meet  
[meet.google.com/uni-wspo-lou](https://meet.google.com/uni-wspo-lou)

Join by phone  
+1 657-243-0326 (PIN: 715119568)

Calendar [cristyllynnbobbett@gmail.com](mailto:cristyllynnbobbett@gmail.com)

Who

- [cbobbett@k12.tullyschools.org](mailto:cbobbett@k12.tullyschools.org) - organizer
- [cristyllynnbobbett@gmail.com](mailto:cristyllynnbobbett@gmail.com)

Going ([cristyllynnbobbett@gmail.com](mailto:cristyllynnbobbett@gmail.com))? **Yes** - Maybe - No [more options »](#)


Invitation from [Google Calendar](#)


You are receiving this email at the account [cristyllynnbobbett@gmail.com](mailto:cristyllynnbobbett@gmail.com) because you are subscribed for invitations on calendar [cristyllynnbobbett@gmail.com](mailto:cristyllynnbobbett@gmail.com).

You can click "Yes" at the bottom (in dark blue) and this event will go into your calendar, where you can again access it on that day

3. On the day and time that your meeting is scheduled click on  
"Join Hangouts Meet"

If you cannot join in video, you can "Join by Phone", Use the  
PIN provided

Invitation: Annual Review for CB @ Sat Mar 28, 2020 9am - 9:45am (EDT) (cristyllynnbobbett@gmail.com) 

 cobbett@k12.tullyschools.org  
to me

8:40 AM (2 minutes ago) ☆ ↶ ⋮

Mar  
28  
Sat

Annual Review for CB  
[View on Google Calendar](#)

When Sat Mar 28, 2020 9am - 9:45am (EDT)  
Who cobbett@k12.tullyschools.org\*

Yes Maybe No More options

Agenda

Sat Mar 28, 2020

No earlier events

9am Annual Review for CB

No later events

You have been invited to the following event.

Annual Review for CB

When Sat Mar 28, 2020 9am - 9:45am Eastern Time - New York [more details »](#)

Joining info Join Hangouts Meet

[meet.google.com/uni-wspo-iou](https://meet.google.com/uni-wspo-iou)

Join by phone

+1 657-243-0326 (PIN: 715119568)

Calendar [cristyllynnbobbett@gmail.com](mailto:cristyllynnbobbett@gmail.com)

Who

- [cobbett@k12.tullyschools.org](mailto:cobbett@k12.tullyschools.org) - organizer
- [cristyllynnbobbett@gmail.com](mailto:cristyllynnbobbett@gmail.com)

Going ([cristyllynnbobbett@gmail.com](mailto:cristyllynnbobbett@gmail.com))? Yes · Maybe · No [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this email at the account [cristyllynnbobbett@gmail.com](mailto:cristyllynnbobbett@gmail.com) because you are subscribed for invitations on calendar [cristyllynnbobbett@gmail.com](mailto:cristyllynnbobbett@gmail.com).

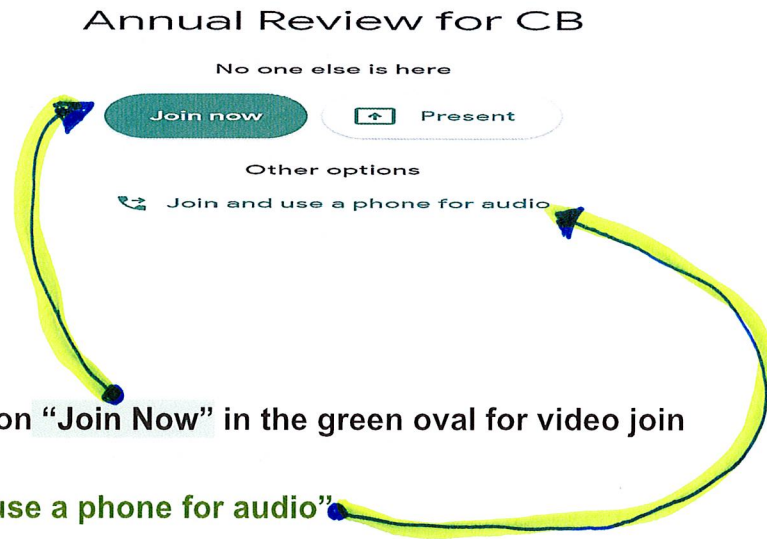
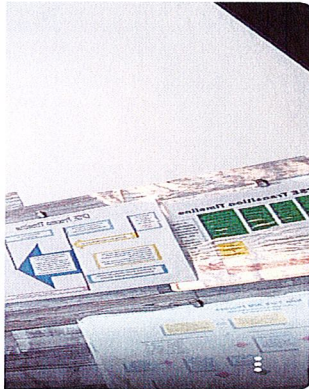
4. The hardest part may be remembering to Join the Meet (video or phone) on that day at that time.

5. If you have any questions call Wendy Compagni @ 315-696-6221 or email her at [wcompagni@tullyschools.org](mailto:wcompagni@tullyschools.org)

---

On the day and time of the meeting, you can click on the event in your calendar or reopen your email to access the invitation.

You will see this screen once you click on the invitation:



This is where you can click on “Join Now” in the green oval for video join  
OR

You can click on “Join and use a phone for audio”

These icons at bottom of screen allow for your camera on or off,  
microphone on or off:

