CHA Cambridge Health Alliance
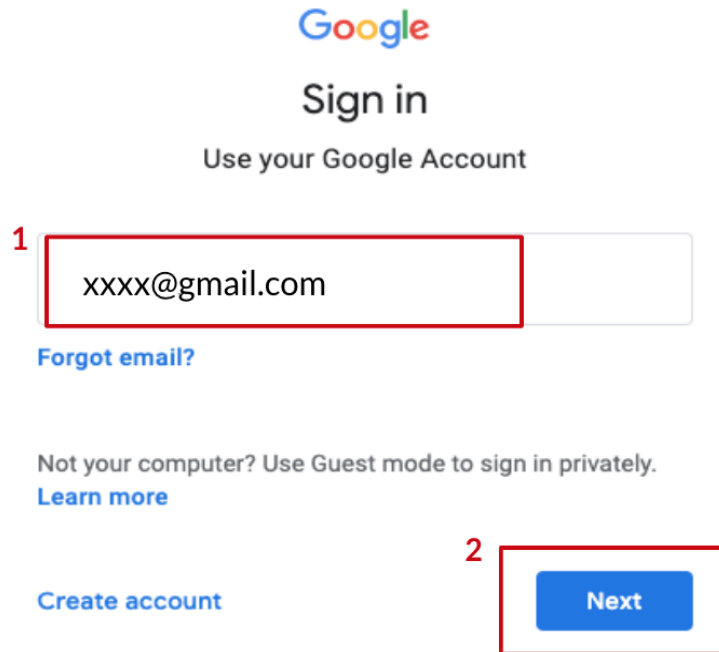
HARVARD MEDICAL SCHOOL
TEACHING HOSPITAL

Instructions for joining group video visits by computer: For GMAIL accounts

| Before your group visit:	
Log into your Google Account to change your name settings and protect your confidentiality 1. Enter your email address 2. Click "next"	Google Sign in Use your Google Account **1** xxxx@gmail.com Forgot email? Not your computer? Use Guest mode to sign in privately. Learn more Create account **2** Next

Go To Account Settings

3. Click your account icon in top right corner

4. Click "manage your Google account"
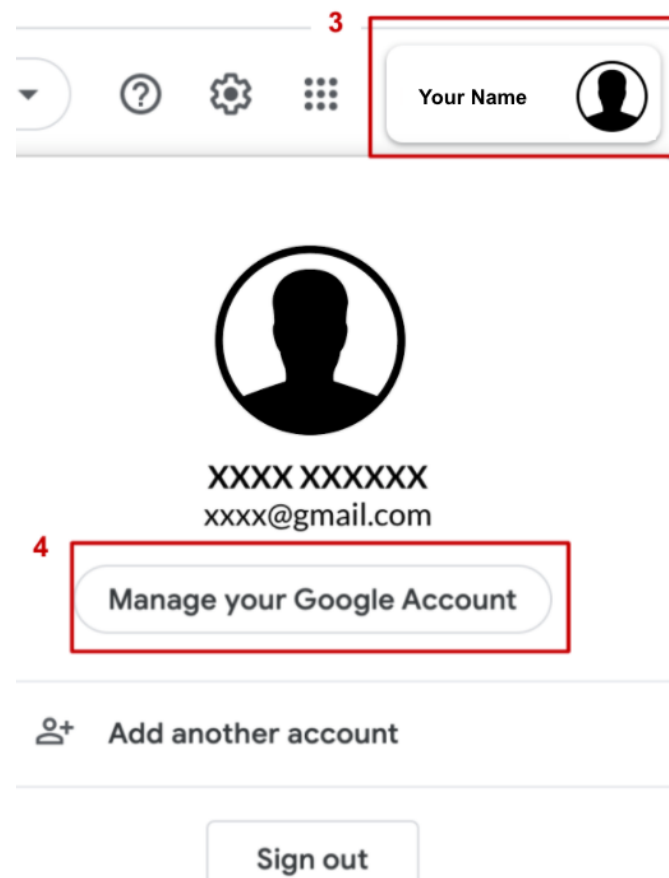
Go to the personal info page 5. Click "personal info" on the left corner of your screen	
Go to name settings 6. Click your name	

Change your name to protect your privacy

7. Remove your last name, only keep the last initial *(ex: Change John Smith to John S.)*

8. Click "save"

CHANGE NAME

First name

Xxxxxx

7

Last name

X.

Who can see your name

👥 Anyone can see this info when they communicate with you or view content you create in Google services. Learn more

8

Cancel   Save

At the time of your group visit:	
You will receive an email from the group leader 9. Click "join meeting"	

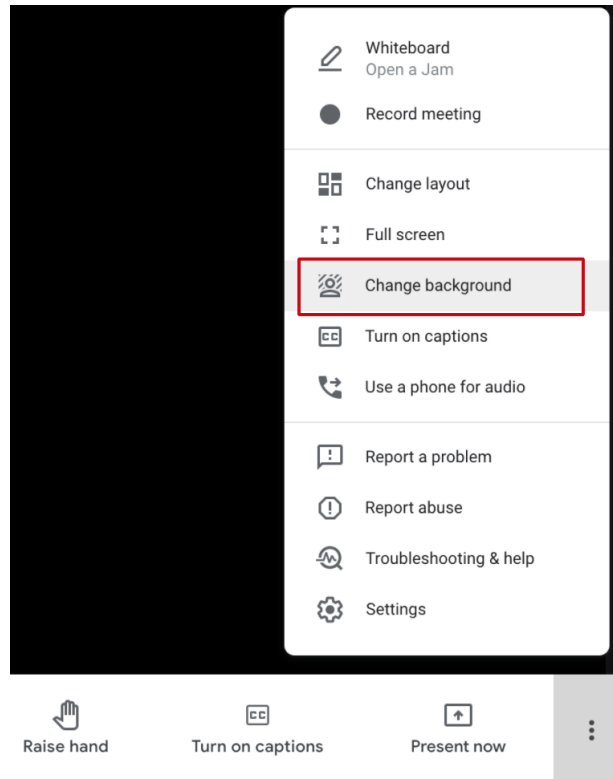|	

Get ready to join meeting
 	
   10. Turn your camera on/off
 	
   11. Turn your microphone on/off
 	
   12. Click "join now" to enter group visit
	Ready to join?
	
	Mic. Camera
	
	Join now Present
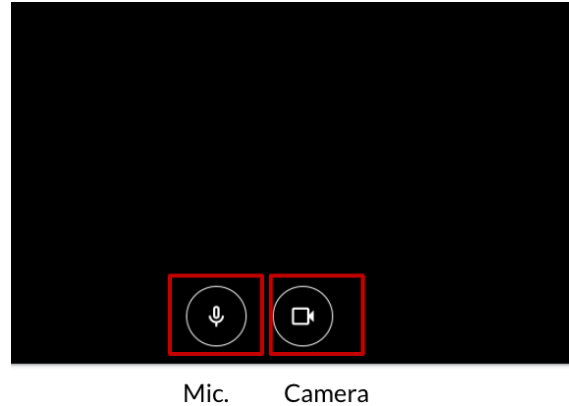	
	Other options
	Join and use a phone for audio

Enter the group visit
 	
   13. Click the icons along the bottom to mute yourself, leave meeting, or stop video if needed
 	
Tips:
  - If you cannot hear others, check your volume
  - If others cannot hear you, check that your microphone is not on mute
  - Do not join the meeting twice (there will be an echo)
	To mute yourself To leave meeting To stop video Raise hand Present now
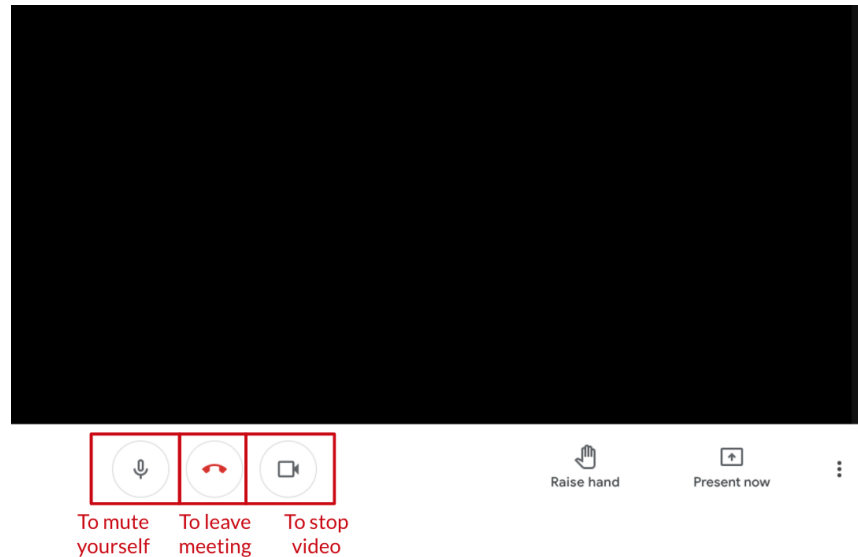
To Change your Background *(Optional)*

14. Click the 3 dots in bottom right corner to open your settings

15. Click "change background"

16. Select your background

Note: Background effects may slow your computer down