



## **@french-heritage.org email address / How to use it?**

**(only for students from 2<sup>nd</sup> grade classes and up)**

We ask our students to connect to Google MEET via their email address @french-heritage.org.

These @french-heritage.org email addresses are just like regular Gmail addresses but with an @french-heritage.org domain name.

In order to access and use this email address:

- 1** - Please type in your internet browser [mail.google.com](mailto:mail.google.com).
- 2** - Click on the round color icon with a letter in the middle that you can find on the right side of the Gmail screen to check with which email address you are currently logged in to Gmail.
- 3** - If the email address is already the @french-heritage one of your child, perfect! Otherwise go to paragraph 4 below.
- 4** - If the email address in Gmail is NOT the @french-heritage email address of your child, please choose the option to add another email address and then enter the @french-heritage email address and the password of your child.

The @french-heritage email address is now added to Gmail and ready to use

- 5**.- In Gmail, please click on the 9 dots on the left of the round color icon with a letter and click on the Google Meet icon or simply type in your internet browser [meet.google.com](https://meet.google.com).

Once on the Google Meet page, verify again that you are logged in with the @french-heritage email address (click on the round color icon with a letter in the middle that you can find on the right side of the Google Meet screen and if not click again to switch account).

Enter the Google Meet code of your class.

You can then join the Google Meet of your child's French teacher without having to wait to be admitted.

And the professor should now be able to see the name of your child on his/her Google Meet screen.