

## Joining Google Classroom

1. Go to [classroom.google.com](https://classroom.google.com)
2. Sign in using your CIECambridge login.
3. In the upper right corner of the page, you will select the plus sign to add a class.



4. Select Join Class and enter the class code that was provided for your teacher/course and click on Join in the upper right corner.
5. Your screen will be refreshed with the course tile appearing on your Google Classroom home page.
6. You will have to repeat these steps to join all remaining classes.

### Accessing Google Meet through Classroom

4. You can access the meeting two ways:
  - a. Under the Stream tab, you will click the meeting code displayed under the course name.
  - b. Under the Classwork tab, you will click on the icon that says Meet.

Both of these options will open a new window to allow you to join the live meeting session. Don't forget to enable your camera.

## CENTER FOR INTERNATIONAL EDUCATION: A CAMBRIDGE ASSOCIATE SCHOOL SETTING UP YOUR CIE GMAIL ACCOUNT

All active students at the Center for international Education will receive a student email account. Through this account, you will have access to all available productivity tools to include Gmail, Classroom, Drive, Docs, and Sheets to name a few. All school-related communication via email will be done using this email. Students should activate their account following the steps below.

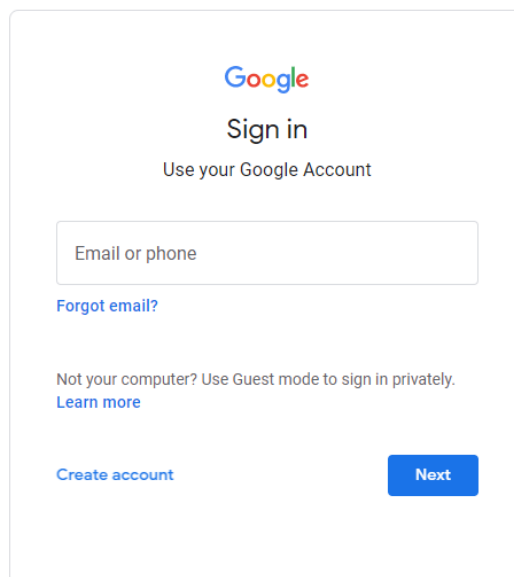
1. Visit <https://mail.google.com>
2. Your email address and password have been created as follows:
  - Username/Email  
First name initial+ First four letters of last name+ Last four of student ID  
[USERNAME@ciecambridge.org](mailto:USERNAME@ciecambridge.org)
  - Password (CASE SENSITIVE)  
All of student ID number + initials + a star (\*)

For Example:

Student Name: Newby L. Student ID number: 1234567

Email will be: [nstud4567@ciecambridge.org](mailto:nstud4567@ciecambridge.org)

Password: 1234567ns\*



The image shows a screenshot of the Google Sign in page. At the top, the Google logo is displayed in its multi-colored font. Below the logo, the text "Sign in" is centered, followed by "Use your Google Account". There is a text input field with the placeholder text "Email or phone". Below the input field, there is a link for "Forgot email?". Further down, there is a link for "Not your computer? Use Guest mode to sign in privately." with a sub-link "Learn more". At the bottom left, there is a link for "Create account". At the bottom right, there is a blue button labeled "Next".