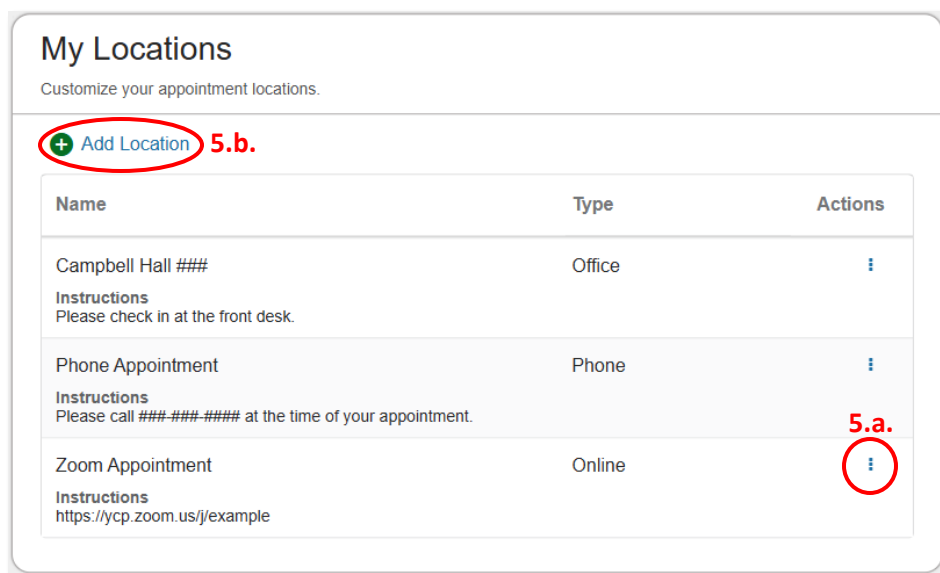


Creating a “Stable” Google Meet Link for Spartan Success Network (SSN)

1. Go to My Apps (MyYCP) and open Google Meet
2. Click on the blue “New meeting” button > select “Create a meeting for later”



3. Copy the meeting link that is generated (This will be the “stable” link that you use for every virtual appointment. Be sure to either save it in an easily-accessible location—such as by adding it to your My Apps dashboard—or plan to click on the link in the appointment’s associated Google Calendar event each time you meet with a student virtually. For instructions on how to add the link to My Apps, [click here](#) and scroll down to “Add Apps – click to open or close.”)
4. Go to SSN and open the navigation menu > click on your name > select “Appointment Preferences”
5. Scroll down to “My Locations”
 - a. If you already have a Zoom option, click on the three dots associated with it to edit
 - b. If you do not already have an online location option, click “Add Location” to create one



Edit Location

*Location Type
Online

*Location Name
Google Meet

Location URL
https://meet.google.com/example

Instructions
Provide instructions to students for this location, if any.
100 characters max

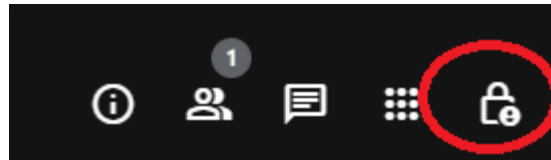
EDIT LOCATION

6. Ensure that the location has the following information and be sure to save changes:

- Location Type = Online
- Location Name = “Google Meet” or “Virtual”
- Location URL = link from step 3

7. Go to the link you created in step 3 and join the meeting

8. Click on the Host Controls icon in the lower right corner



9. Scroll to the section titled Meeting Access and change the Meeting Access Type to “Restricted” so students have to be let in by you to join the meeting

- Consider turning off Attendance Tracking as well; otherwise, you’ll receive an email at the conclusion of every meeting with a spreadsheet of who was in that meeting

Host controls

Use these host settings to keep control of your meeting. Only hosts have access to these controls.

These settings also apply to future instances of this meeting

Host must join before anyone else ☐

Meeting access type

☐ Open
No one has to ask to join. Anyone can dial in.

☐ Trusted
People can join without asking if they belong to your organization or are invited using their Google Account. Everyone else must ask to join. Anyone can dial in by phone.

☒ **Restricted**
Anyone who hasn't been invited must ask to join, including people who dial in.

Attendance tracking ☐
Send attendance and live stream reports to the host by email