

Virtual Inspection Tutorial

Google Meet for Customers/Owners/Contractors

For your virtual inspection to be as issue-free as possible, please follow these steps on a laptop computer, tablet or phone:

On a laptop

1. To use **Google Meet**, either <u>log in to your existing Google account</u> in advance or <u>create a new Google</u> <u>account</u> and log in

Google	Google	
Sign in	Create your Google Account	
Use your Google Account	First name Last name	
Email or phone	Username @gmail.com	
Forgot email?	You can use letters, numbers & periods Use my current email address instead	
Not your computer? Use Guest mode to sign in privately.	Password Confirm	
Create account Next	Use 8 or more characters with a mix of letters, numbers & symbols	
	Sign in instead Next	

- 2. Prior to an inspection, you will receive a Google Meeting email notification from the City of San Diego inspector that looks like either screen 1 or 2 below.
 - If you receive screen 1, click the "Join Meeting" button.



• If you receive screen 2, click on the Meeting URL link

Meeting URL: <u>https://mee</u> Phone: +1 601-680-7265 F More numbers: <u>https://t.r</u>	it.google.com/axf-qkrj-eer PIN: 695 668 475# <u>meet/axf-qkrj-eer</u>	
Ģ	Join this video meeting Real-time meetings by Google. Using your browser, share your video, desktop, and presentations with teammates and customers. t.meet	
	screen 2 meet.google.com/cve-vaxx-tdq	



3. Next, you will be taken to a page with a video feed, as seen below. Click the "Join now" button to be added to the meeting, making sure that your microphone and camera are enabled.





On a tablet or phone

1. If you do not already have the **Google Meet** app, download the app from either the Google Play store or the Apple app store, using the links below.







2. Prior to an inspection, you will receive a Google Meeting email notification from the City of San Diego inspector that looks like either screen 1 or 2 below





- 3. Once you click on either the "Join Meeting" button (screen 1) or the Meeting URL (screen 2), your phone may ask you to select an app to open the link. If so, select the Google Meet icon. When the phone asks to give the app access to your camera and microphone, select "Allow."
- 4. When the app opens, you will see a video feed like the one below. Click the "Join now" button to be added to the meeting, making sure that your microphone and camera are enabled.

