



# Using Google to Make Outgoing Calls & to Set Up Meetings

Google allows you to make outgoing phone calls without having to use your own private phone number. In this guide, we provide two ways that you can make calls through Google. The first set of directions is through your school Gmail account and is for making an outgoing phone call when you have a parent/families phone number. The second is for setting up a meeting/conference using multiple phone numbers/emails.



## TO SET UP A PHONE CALL WITH A PARENT

### Step 1

#### Starting a Private Phone Call using your SBJC issued email

1. Open your SBJC-issued email page (@southbergenjointure.org).
2. On the bottom left of the screen, click on the phone icon .
3. Click on Make a call.
4. Type the phone number that you wish to call.
5. Press enter.

Enjoy your private phone call.



## TO SET UP A VIDEO CONFERENCE/PHONE CALL WITH MULTIPLE PEOPLE

### Step 1

#### Starting a Google Hangouts Meet

[To watch a video explaining the steps below, click here.](#)

1. In a web browser, enter <https://meet.google.com>.
2. Click Join or start a meeting.
3. Enter a nickname or leave it blank to start your own meeting. Click Continue.
4. Click Join now.
5. To add someone to a meeting, choose an option:

Click Copy joining info  and paste the meeting details into an email or another app.

Click Add people and choose an option:

Under the Invite section, select a name or enter an email address and click Send invite.

Under the Call section, enter a phone number and press Call .

## Step 2

### Add guests to a video meeting by phone number

You can add someone by phone to a Hangouts Meet video meeting in certain countries.

1. After you join the meeting, at the top right, click People  to expand the side panel.
2. Click Add people .
3. Click Call.
4. Select the country you're calling to add the country code to the call.
5. Enter the phone number for the person that you want to call and click Call .
6. (Optional) To enter additional numbers, such as an extension, click Dial to open the keypad.
7. The person joins the meeting when they answer the phone.

**Note:** Guests who manually dial in using the phone number need to enter the meeting PIN.