# Launching a Google Meet Using a Nickname

Select a nickname to use for your class. If you have more than one class you may want more than one nickname. Examples of nicknames teachers have used include their last name (ex. smith), their title and last name initial (ex. mrsj), a combination of name and grade (ex. jones5), or a combination of name and subject (ex. jonesmath). Make a note of the nickname you select as there is no list of Google Meets you create with nicknames currently available via Meet.

You will want the nickname for your Google Meet to be fairly easy for students to enter correctly as you want them to be able to join your online meeting without issue.

The nickname you select can be used over and over. Google Meet rooms remain available for your use unless they go unused for more than 90 days.
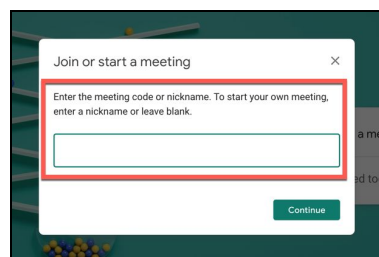
To set up your Google Meet with the nickname you have selected, go to http://meet.google.com. Each time you reuse your Google Meet nickname you will use these same steps.
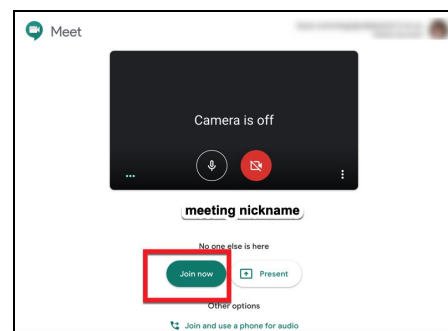
Click on **+Join or start a meeting**.
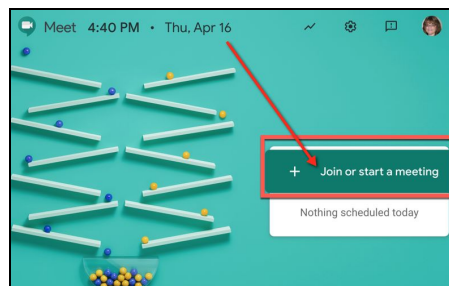
Enter the nickname for the you chose for this Meet.

*Note: As soon as you click the "**Continue**" button the Meet will be active.*

*Students can join even if you haven't clicked the "**Join now**" button on the next screen so do that as quickly as possible.*

When you are finished with your online meeting, do not leave the room until all students have exited. Ask students to close the tab or window they were using for the Meet. At this time, if students remain in the "waiting room" where there is an option to rejoin the Meet, they may still be able to reenter your meeting space even if you leave.

If students remain in the room, you can remove them. Hover over the students name in the participant list and click the ⊝ to remove them. Once all students are gone, click the phone icon to close the meeting.