Guide to Login to Google Mail and Google Meet	
1) Open up your internet browser.	
Recommended browsers:	o chrome
Google Chrome	
2) Type in mconline.sg in the address bar	New Tab × + ← → C commonline.sg Imported From Go S Google Bookmark S
3)Alternatively, you may look for MC Login link in our school website homepage: konghwa.moe.edu.sg	Quick Links
4) Type in student's username.	Singapore Site
Student's user id = First 5 characters of student's name in Birth Cert + Last 4 digits of Birth Cert number and the last alphabet of Birth Cert number	Login ID Login ID
Example: Student Name: Tan Ah Boy Bryan BC Number: T1123456A	khs
Login ID: TANAH3456A	Password
5) Current Password "khs2020A"	Current Password
New Password (min 8 chars, recommended 12 chars alphanumeric)	New Password (Min 8 chars)
Please remember your own password	Confirm Password (Min 8 chars)
6) Once you login, look for the left side menu bar and go to Google Apps>Email There will be a pop-up window and the email agreement will load, if you encounter an error, close the pop-up window and click on email again to reload.	Google Apps • Email • Drive • Sites • Calendar

7) Once the email loads you can access the following from the top right corner of the screen, Google Meet and Google Classroom.	⑦ III G Suite
	Account Gmail Drive
	ity Classroom Docs Sheets
	I 31 (I)
	e s Slides Calendar Meet
	e (Sites Contacts
	ht
7) In Google Meet type in the code given by the teacher to join the meet	Join or start a meeting X
	Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.
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	Learn how to schedule a meeting in Calendar Continue

If you are using an iPad or tablet, please download the MEET app and request the code from your teacher	
Observe the protocol from your teacher	Have a great time meeting!