

Google Meet

These instructions offer two options for starting a Google Meet Session.

Page 1- 2: starting a meeting from the Meet application

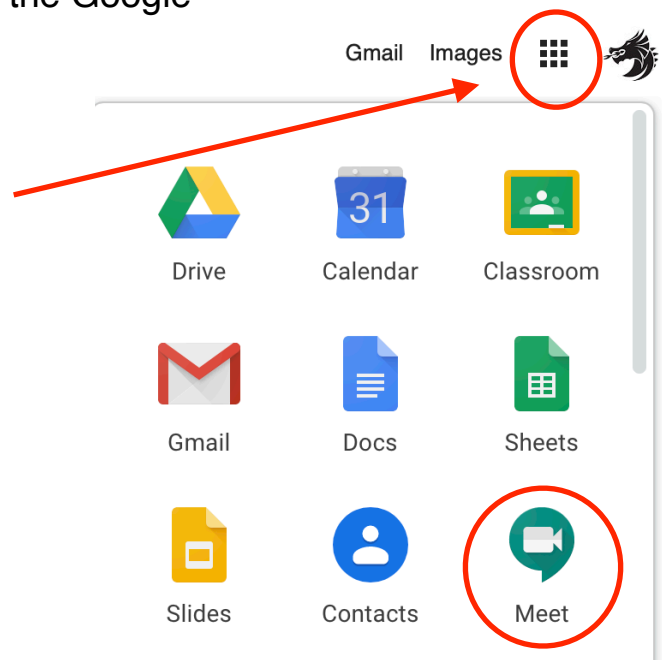
Page 3: Setting up a meeting from Google Calendar.

Who can start video meetings?

To create a new Meet video meeting or add a link in a Google Calendar event, you must be signed in to a G Suite account.

Begin by Logging into Google



To begin a meeting from the Meet app, click on the Google Apps Launcher and Select Meet.

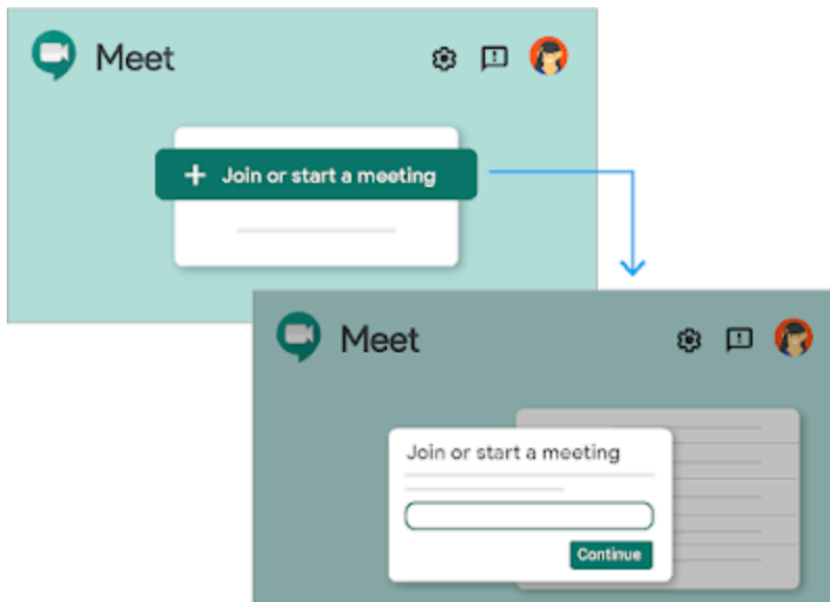


Start a video meeting from Meet

You can start an instant meeting in a web browser. If someone sends you a meeting link URL, simply click the link to join the call.

Note: You can send the meeting link to people outside of your organization, but someone from within your organization needs to give them access to the video meeting.

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 .



Schedule a video meeting in Calendar

Create a new event with a video meeting.

When you add a guest to an event, a video meeting link and dial-in number are added automatically.



1. Go to **Google Calendar** and create an event.
2. On the Guests tab, click Add guests and enter the email addresses.
3. Click Save.
4. Click Send to send the invites.

Guests receive an email with the event information and a link to the video meeting. Guests can forward the meeting link to other people. If someone tries to join who was not invited to the Calendar event, a meeting participant from your organization must accept their request.

Note: To manually add a video meeting, click Add conferencing.

Copy an existing video meeting from one event to another

You can use the same Meet conference details to schedule Calendar events.

1. In Calendar, open an event that has a conference call in edit mode.
2. Next to Join Hangouts Meet, click the Down arrow .
3. Next to Meeting ID, click Edit  and paste or type an existing Meet URL.
4. Click Save.

