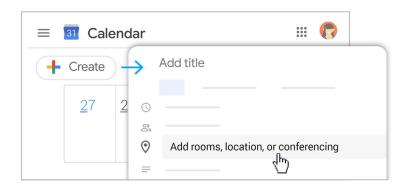
Google Meet Quick Start

Join impromptu meetings on the go, virtual training classes around the world, remote interviews, and much more.

1. Schedule a video meeting from Calendar.



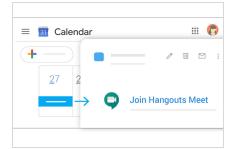
- 1. In Calendar, click Create
- + Create
- 2. Add your event details and guests.
- 3. Click Add rooms, location, or conferencing.
- 4. Click Save.

See other ways to start a video meeting.

2. Ask participants to join your video meeting.

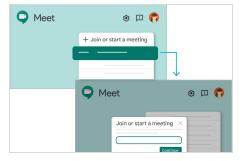
From Calendar:

Click the event, then click **Join Hangouts Meet**.



From Meet:

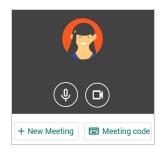
Join a scheduled meeting or use a meeting code.



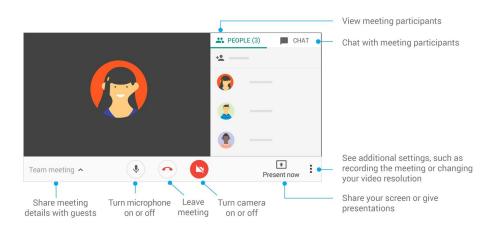
See other ways to join a video meeting.

From mobile devices:

Open the Meet app on Android or Apple® iOS® devices.



3. Customize your video settings and collaborate with your team.



For more Hangouts Meet help and training resources, visit the <u>G Suite Learning</u>
<u>Center</u>.