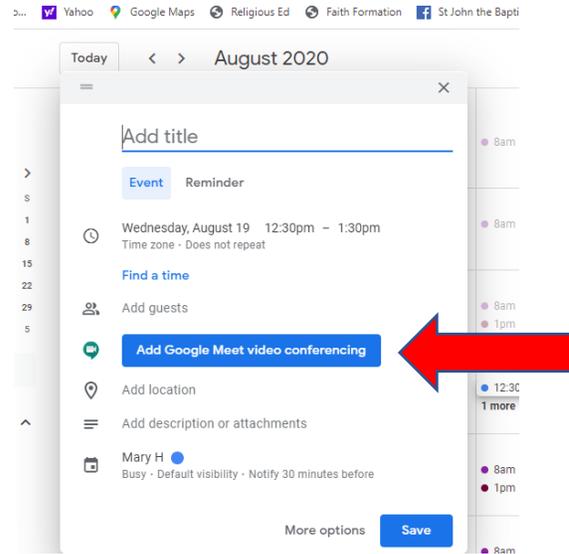
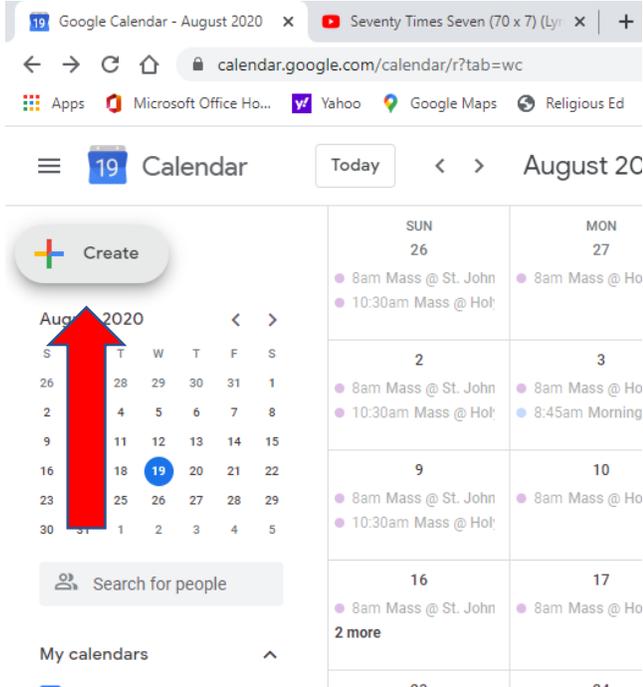


Schedule a Google Meet Through Your Calendar

Go to calendar.google.com

On the left side of the page is a small monthly calendar and right above it is the button to create. Click on that!



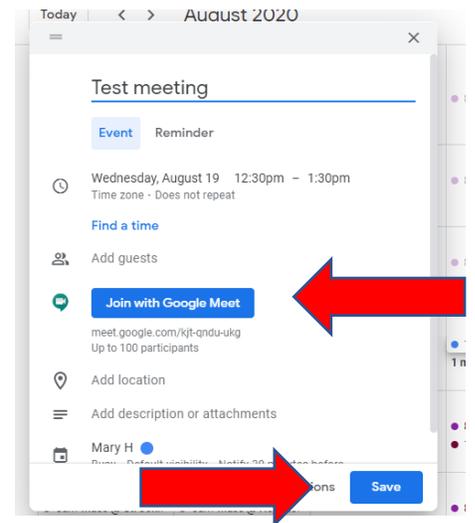
A box pops up and you can begin to schedule a meeting. Fill out all the info about your meeting – title, date, time.

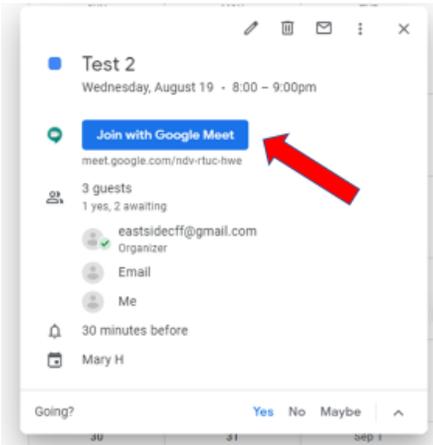
Then type in the emails of the guests you would like to add. If you have used Google for email, once you begin typing in a name, it will populate the field for you to save some time. If you have no address, you will have to enter them all the first time. After each address you enter, click Enter and you will see them added to the list.

Then, when you have all your information ready, click on blue button Add Google Meet Video Conferencing.

The blue button will change and say Join with Google Meet. DON'T click on it.

When you choose Save, it will ask if you want email invites sent out. Click Send and your meeting invitees will receive an email with the meeting info. Click Save and...your meeting will appear on your calendar.





When it comes time to begin your meeting, go to your calendar and click on the event on your calendar. Click on the Join with Google Meet button and your meeting begins!

If you just want to start a meeting immediately, go to the Google page and click on the grid, then select Meet. It takes you to the meet.google.com page. Or you can type **meet.google.com** into your address bar and press enter. There is a green button that says New Meeting. Click on that.

Google Meet

Premium video meetings.
Now free for everyone.

We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.

New meeting

[Learn more about Google Meet](#)

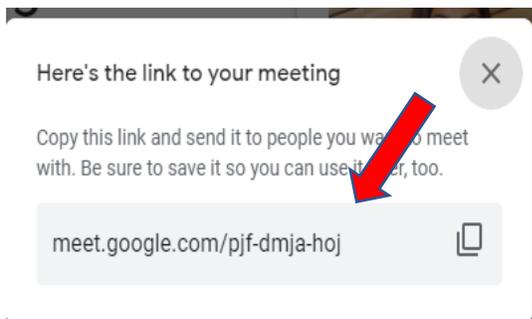


Now free for everyo

We re-engineered the service we built for secur meetings, Google Meet, to make it free and ava

- Get a meeting link to share
- Start an instant meeting
- Schedule in Google Calendar

You will then get choices: Get a meeting link to share, start an instant meeting, or schedule in google calendar.



When you click on “Start an instant meeting,” you get a link popping up. There is a small icon looking like the copy icon on most documents. When you click on that, it automatically copies the meeting link and then you can paste it into an email or messaging box and send it to people.

Once you have shared it to your group, you can paste it in your browser address bar, tap Enter and start the meeting. You will get a note about how many people are there and a button to click that says join now.

Icons



In the upper right will be your video link so you can see yourself.

Next to your picture in the upper right are some

dots. Clicking on them can change your view – seeing people on a grid or just the speaker.

There is also the time, a chat feature and a participant icon. When you click that it tells you who is in the meeting.

Meeting details ^



Turn on captions

Present now



Across the bottom from left to right:

Meeting details – you can see the link and copy it to send to people if you decide to invite more participants into your meeting

A microphone – turn your microphone on and off

A telephone receiver – you can end the meeting, or your participation in someone else's meeting with this

A video camera – to turn your computer camera on or off

CC – a button to turn closed captioning on or off – by turning on the captions, you will see the words pop up at the bottom of your screen as they are spoken. This is helpful for hearing impaired persons.

Present Now screen – to share your screen for a meeting. For example, you can share your document or another tab on your Google Chrome browser.

The last option along the bottom is the **three dots** on the far right. When you click on them it gives you a several tools to change your screen, all in one place. Some are self-explanatory. The settings option in this box gives you control over your microphone and speakers.

Please note: Google has keyboard shortcuts for each command. If you prefer these, please let me know and I will email a document that lists them to you.

If you want to try Google Meet, you can check with me for dates and times, then invite me to a meeting. I will join you to work out some of the kinks.