



Google Meet

Quick Reference Guide

Overview:

With Google Hangouts Meet, you can hold impromptu video meetings on the go, virtual training classes around the world, remote interviews, and much more. If you have G Suite Enterprise you can host a Hangouts Meet video meeting for up to 250 people at a time, with no time limit.

The screenshot shows the Google Meet interface with several callouts pointing to specific features:

- Send chat messages:** Points to the 'CHAT' button in the top right corner.
- Remove a person from a meeting:** Points to the three-dot menu icon next to a participant's name in the 'PEOPLE (2)' list.
- Turn off a person's microphone:** Points to the microphone icon next to a participant's name in the 'PEOPLE (2)' list.
- Change settings:** Points to the three-dot menu icon in the bottom right corner of the toolbar.
- Share meeting details with guests:** Points to the 'Team meeting' dropdown menu in the bottom left corner.
- Turn microphone on or off:** Points to the microphone icon in the bottom toolbar.
- Leave meeting:** Points to the red phone icon in the bottom toolbar.
- Turn camera on or off:** Points to the red camera icon in the bottom toolbar.
- Share screen:** Points to the 'Present' button in the bottom toolbar.

Web browser

The screenshot shows the Google Meet web browser interface with callouts for various fields:

- Enter your meeting name:** Points to the 'Team meeting' text input field.
- Enter a date and time:** Points to the time selection fields showing '10:00' and '10:55'.
- Invite guests:** Points to the 'Guests' section with a plus sign and a list of names.
- See your meeting details:** Points to the meeting URL 'meet.google.com/' and the dial-in number 'Or dial: +x-xxx-xxx-xxxx Pin: xxxx#'.

Mobile

The screenshot shows the Google Meet mobile app interface with callouts for various elements:

- Enter your meeting name:** Points to the 'Team meeting' title at the top of the screen.
- Enter a date and time:** Points to the date and time selection fields.
- Invite guests:** Points to the 'Add people' icon and the list of participants.
- See your meeting details:** Points to the meeting title, time, and 'Video Call' toggle at the bottom.



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.

On mobile devices



Schedule a video meeting in Calendar:

1. Go to [Calendar](#) and create an event.
2. In the **Guests** field, add guests from inside or outside your organization.
3. Tap **Add video meeting details** to make sure the video call option is on.
4. Tap **Save**.

Guests receive an email with the event information and a link to the video call.

Copy an existing video meeting from one event to another




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

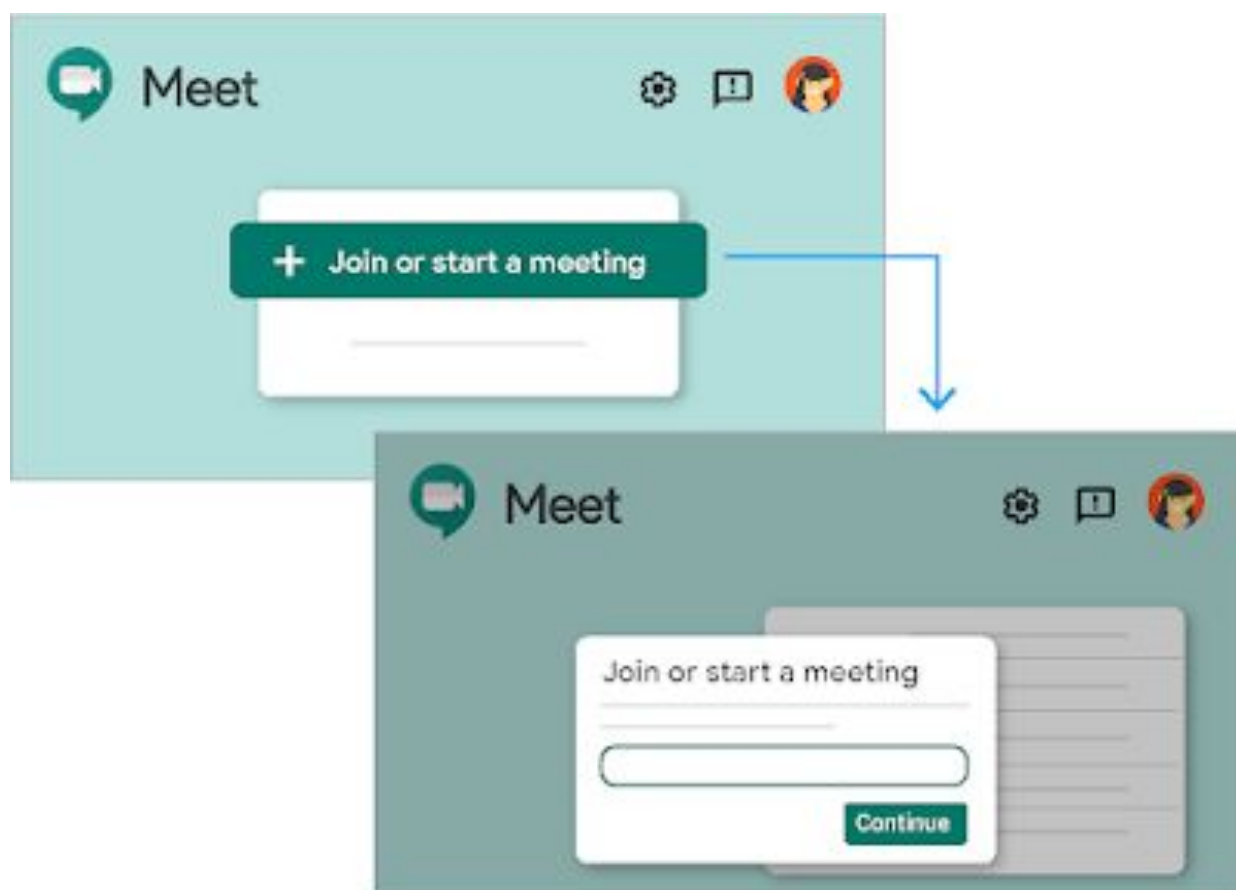
1. In Calendar, open an event that has a conference call in edit mode.
2. Next to **Join Hangouts Meet**, click the Down arrow .
3. Next to **Meeting ID**, click Edit  and paste or type an existing Meet URL.
4. Click **Save**.

Start a video meeting from Meet

If you need a quick answer from a team member, 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 .



Add a video meeting to Outlook

You can add a Meet video meeting to a Microsoft® Outlook® event or email using the Meet add-in. For details, see [Add Meet video meetings to Outlook](#).

Join a video meeting

With Meet, you can have video meetings with team members anywhere in the world, at any time—all from a computer or mobile device.

Note: If you would like to create a new meeting instead of joining one already in progress, visit [Start a video meeting](#).

Who can join video meetings?

You can join video meetings if you were added to the Calendar event, or if you are in the same organization as the meeting organizer.

An existing participant might need to approve you if you try to join another organization's meeting or don't have a Google account.

A chime sounds when the first 5 people join the meeting. Additional participants do not chime when joining and are automatically muted.

Join from a Calendar event

See your scheduled meetings in Calendar and quickly join a video meeting.

1. In [Calendar](#), click the event you want to join.
2. Click **Join Hangouts Meet** and in the window that opens, click **Join Now**.

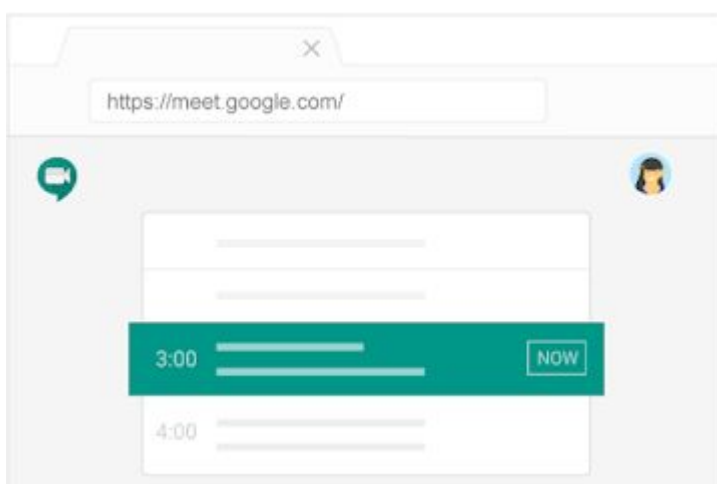
If your G Suite administrator allows it, you can also join from a Microsoft® Outlook® calendar event. For details, see [Set up interoperability](#).

Join from Meet

In Meet, you can select a scheduled event or you can enter a meeting code or nickname.

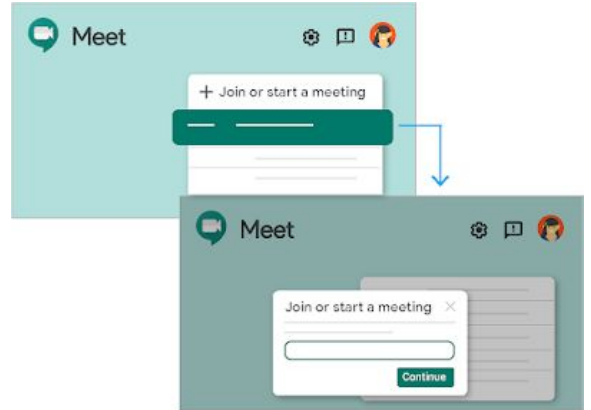
Select a scheduled event:

1. In a web browser, enter <https://meet.google.com/>.
2. Select the meeting from your list of scheduled events.
3. Click **Join now**.



Enter a meeting code or nickname:

1. In a web browser, enter <https://meet.google.com>.
2. Click **Join** or **start a meeting**.
3. Enter a meeting code or nickname.
 - The meeting code is the string of letters at the end of the meeting link. You don't have to enter the hyphens.
 - A nickname is a meaningful phrase, such as "our-meeting". Other people in your organization can join the same meeting if they use the same nickname.
 - If your organization has purchased and installed a [Meet hardware device](#), you can also type the meeting code or nickname into that device.
 - Leave the field blank to start a new meeting with a new code.
4. Click **Continue** and then **Join now**.

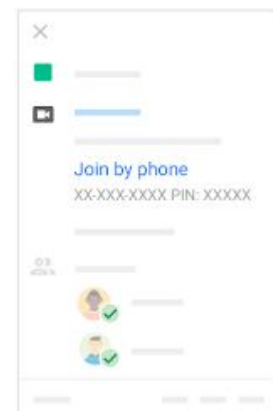
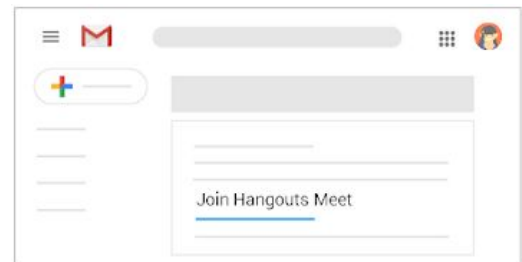


Join with a meeting link URL

Sometimes there isn't enough time to schedule a meeting and book a room. With Hangouts Meet, you can join an impromptu video meeting by clicking the meeting link URL sent to you in a text or email.

1. Click the meeting link sent to you in a chat message or email.
2. Follow the onscreen prompts to join the meeting.

An existing participant might need to approve you if you try to join another organization's meeting or don't have a Google account.



Join from a Google meeting room

Select a meeting from the list of scheduled events using your [Google meeting room hardware](#) remote.

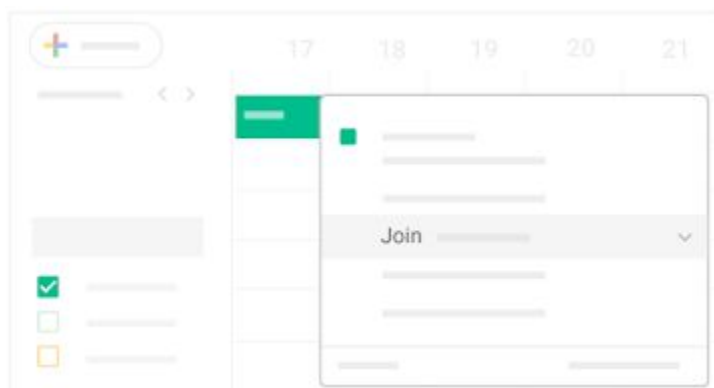
You can also enter the meeting code or nickname.

Join from a third-party system

If your organization allows it, you can join a video meeting from a third-party conferencing system.

Note: To join video meetings from third-party video conferencing systems, your [G Suite administrator](#) needs to have [interoperability](#) turned on.

1. In [Calendar](#), open the event.
2. Select **More joining options**.
3. Select **Third-party systems**.
4. Follow the instructions to join from your system.



What you can't do

If you join from a third-party system, you can't use Meet to control functions, such as your camera or microphone. Instead, use the third-party controls.

For example, you can't take the following actions from your third-party system:

- See or write in-meeting chat.
- Start or stop Meet recordings.
- Admit or block other participants.
- Mute or unmute other participants.

Other Meet participants cannot mute your room.

How Meet encrypts information

To keep your information secure, Hangouts Meet video meetings are encrypted in transit. The encryption occurs with video meetings on a web browser, on the Hangouts Meet Android and Apple® iOS® apps, and in meeting rooms with Google meeting room hardware.

Add guests to a video meeting through a Calendar event

Invite guests to a video meeting through Google Calendar

You can invite more guests and remove guests during a video meeting. To invite people outside of your organization who haven't already been added to a Calendar event, someone from your organization must first give them access to the meeting.

1. Go to [Calendar](#) and open an existing event.
2. On the **Guests** tab, go to **Add guests** and add additional guests.
3. Click **Save**.
4. Click **Send** to send the invites.
Guests receive an email with the event information and a link to the video call.

Forward the video meeting joining details to additional guests

Invited guests can forward the meeting invitation or details to others. A meeting participant from your organization may need to approve external guests when they attempt to join.

People inside your organization can always join as long as they're signed in to their G Suite account (such as their Gmail account at work or school).





















