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. Alternatively, you can click Add conferencing.

Note: 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.

- 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.

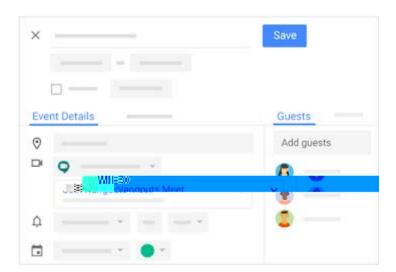
Copy an existing video meeting from one event to another

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.

Note: You can only paste a Meet link (not a classic Hangouts link) from another Calendar event.

4. Click Save.

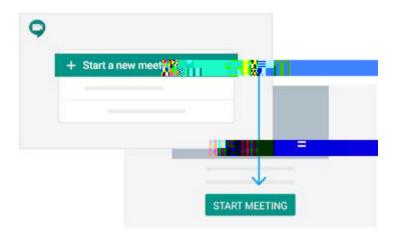


Start a video meeting from Meet

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 Start a new meeting > Start meeting.
- 3. To add someone to a meeting, choose an option:
 - Click Copy and paste the meeting details into an email or another app.
 - Click Add people and choose an option:
 - Under the Invite section, enter an email address and click Send invite.
 - Under the Call section, enter a phone number and press Call



Start a video meeting from Gmail

- 1. Open Gmail.
- 2. At the bottom left, click Sign in (if you aren't already signed in to Hangouts).
- 3. To search for a contact, click Add + and enter the person's details.
- 4. Click Video call.