

## Set up Meet with Google Calendar:

1. Go to Google Calendar
2. Create an event
3. Choose Hangouts Meet

### × Video Meet with S. Spicer

Save

Mar 1, 2020 12:30pm to 1:30pm Mar 1, 2020 Time zone

All day Does not repeat ▾

[Event Details](#) [Find a Time](#)

Add location

Add conferencing ▾



Hangouts Meet

minutes ▾



Add notification

Stacy Spicer ▾

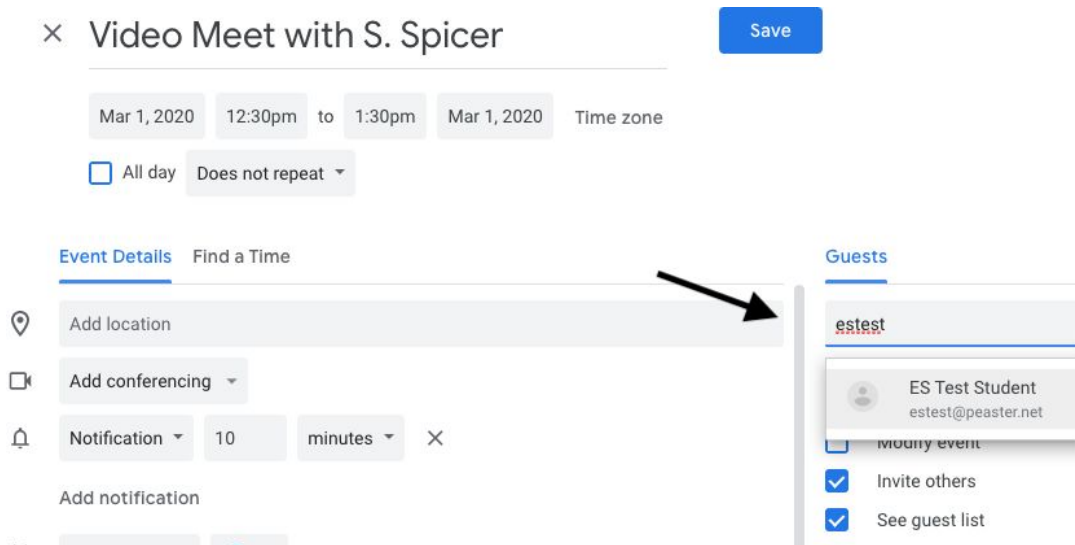


Busy ▾

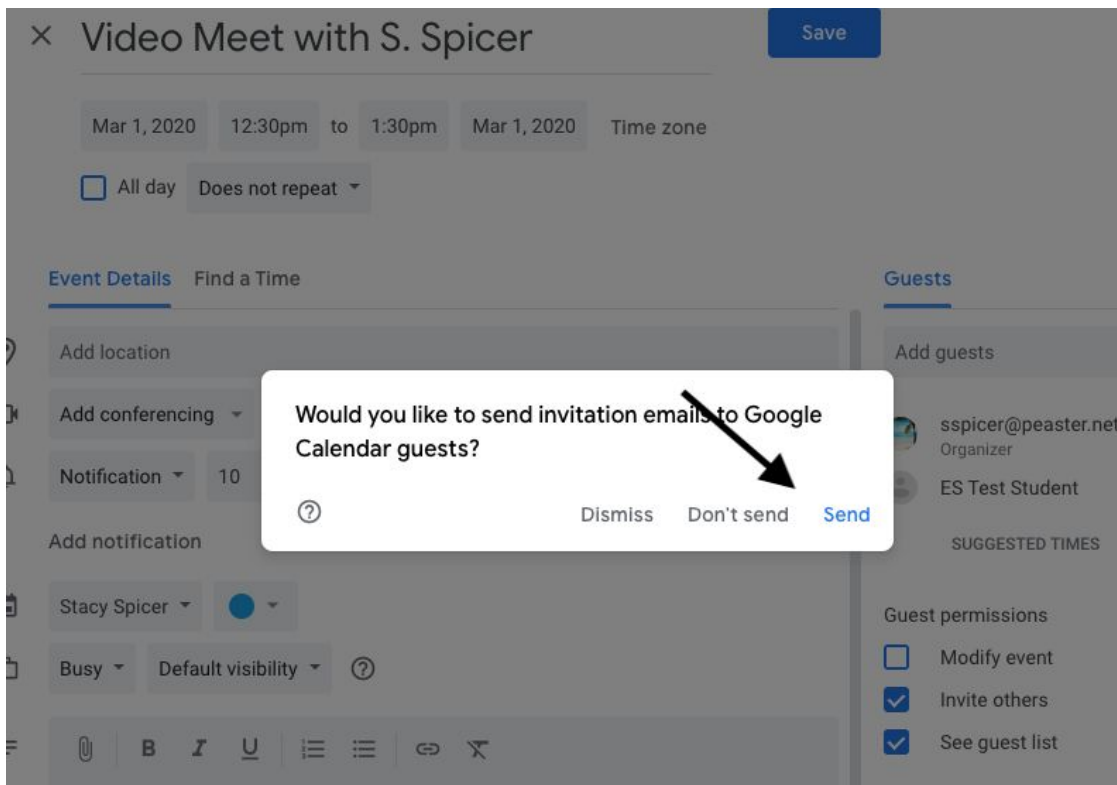
Default visibility ▾



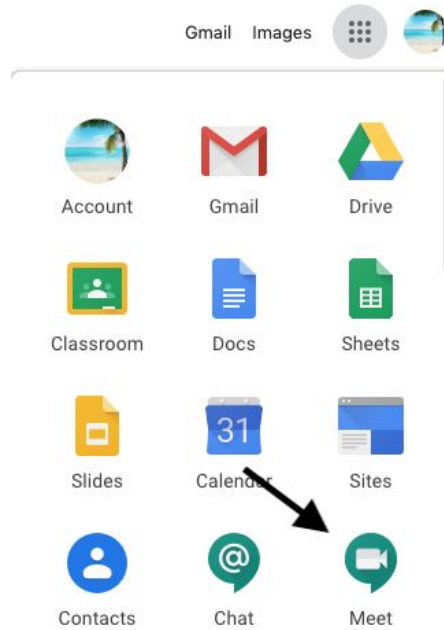
#### 4. Invite the student.



#### 5. Send the invite.



6. The student can get to the meet from their email or going straight to google meets.



7. They will see the scheduled meeting in Meets.

