

# Hangouts Meet Cheat Sheet

Hold video meetings worldwide with several people at once.

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

## 1 Schedule a video meeting from Calendar.

The image shows two screenshots illustrating how to schedule a meeting. On the left, a 'Web browser' view shows a meeting creation form with fields for name, date, time, and guests. On the right, a 'Mobile' view shows a meeting card for a 'Team meeting' with a date and time slot.

**Web browser**

- Enter your meeting name
- Invite guests
- Enter a date and time
- See video meeting details

**Mobile**

- Team meeting
- 10:00
- 10:55
- Video call

## 2 Start or join a video meeting.

The image shows three ways to start or join a meeting: from a calendar, the Meet app, and a link URL. It includes both web browser and mobile views for each method.

**Calendar**

- Web browser: Shows a calendar with a meeting card and a 'Join Hangouts Meet' button.
- Mobile: Shows a meeting card with 'Join video call' and 'Join by phone' options.

**Meet**

- Web browser: Shows options to 'Start a new meeting' or 'Use a meeting code' with a 'NOW' button.
- Mobile: Shows a 'Start a new meeting' button and a 'JOIN' button.

**Link URL**

- Web browser: Shows a URL field with a placeholder: `https://meet.google.com/` dial +x-xxx-xxx-xxxx Pin: xxxx#
- Mobile: Shows a meeting card with the same URL and dial-in information.

## 3 Work with video meetings.

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