

# “Google Meets” How To

1. Go to your Gmail account and log-in
2. Click on the Google Apps Tiles on top right corner
3. Select the “Calendar” app tile
4. This should open the calendar. Choose the day you would like to schedule a meeting. It will open the screen for you to create the calendar invite. Click on more options (bottom right) to expand the screen.
5. Add title to your invite
6. Uncheck “all day” to be able to place the exact time of meeting
7. Add location “Google Hangout”



8. Click on “Add conferencing”. “Hangouts Meet” will pop out. Click on that.
9. If you want to “add description” or attachments to the invite, do so below.
10. Go to the right side and invite guests. Place emails and hit enter for each guest you provide an email for.
11. Once you have completed, hit “Save” on top right corner. Calendar invite will be on its way.
12. On the day and time of meeting, go into your calendar and click on the meeting and select “Join Hangout Meets”, or “Join by Phone” if you are calling in.
13. Meeting starts, allow access to microphones and video
14. Select the “Add people” indicator to add your invitees at the top right portion of the screen or share https link for joining.
15. Use the “Present Now” function to share your screen with your meeting team if you are the presenter.