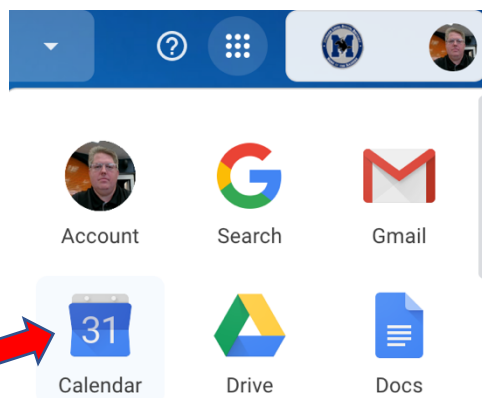Creating and Starting a Google Meet Session

To Schedule a Google Meet Session:
1. Log into your Gmail account
2. Click on the Waffle Grid in the upper right corner by your profile picture
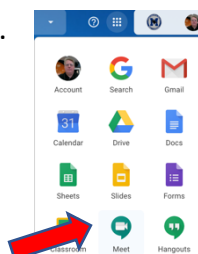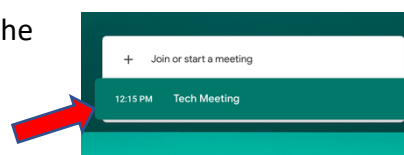

3. Click on Calendar to schedule a meeting.

4. Click on the Create button on the left.
5. Enter the meeting details.
   a. Meeting Name
   b. Date and Time
   c. Add guest email addresses

   d. Click Add conference Google auto-add this feature
   e. Click SAVE and all of this will be emailed to everyone on your guest list
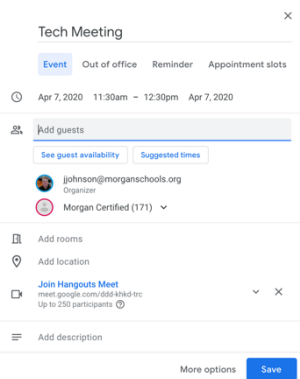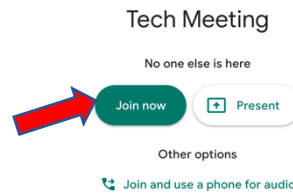
6. Once it is time for your meeting open Google Meet.

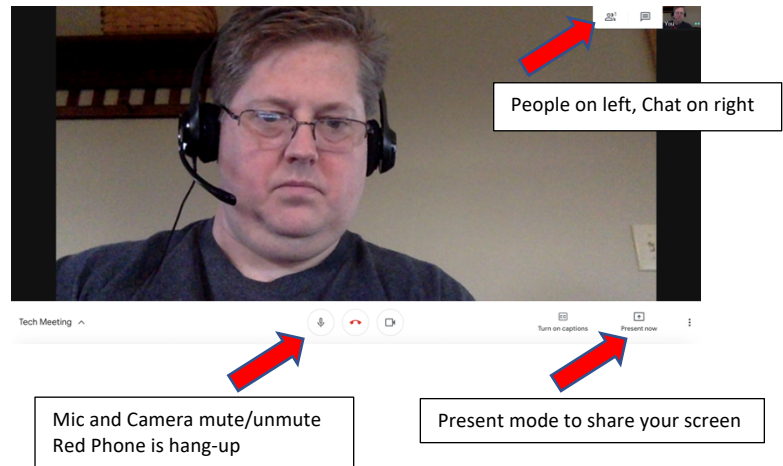

7. Look for your meeting on the right-hand side of the screen. Click on it and Meet will start.

8. Next, join the meeting to get started.

Tech Meeting

No one else is here

Join now | Present

Other options

Join and use a phone for audio

9. You should now see your video and see the participant list on the top right side under people and your chat icon.

People on left, Chat on right

Tech Meeting

Turn on captions | Present now

Mic and Camera mute/unmute
Red Phone is hang-up

Present mode to share your screen

10. When you have completed the session click the red phone to hang up.

To Create a quick Google Meet session:
1. Go to https://meet.google.com/
2. Click Join or Start a meeting
3. Enter the nickname of your session and click continue
4. You are ready to start your session. This method is the best option when using it with students to prevent them entering the room before the teacher or staying after the teacher is out of the room.

Google Meet Tips and Tutorials
- Google Meet: How to Start a Video Meeting - YouTube link
- Google Meet: How to Invite People to a Video Meeting - YouTube link
- Google Meet: How to Join a Video Meeting - YouTube link
- Google Meet: Basic Use and Features - YouTube link
- Google Meet: How to Record a Google Meet - YouTube link
- Google Meet: How to keep Students from Joining or Rejoining a Meet without You - YouTube link