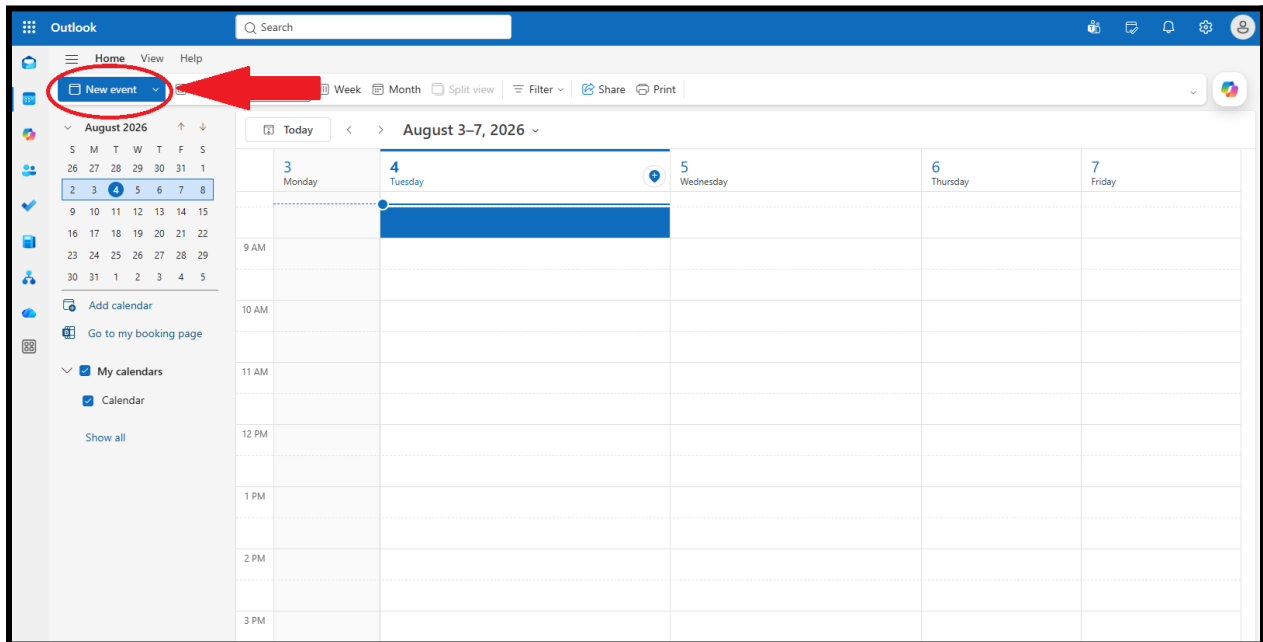


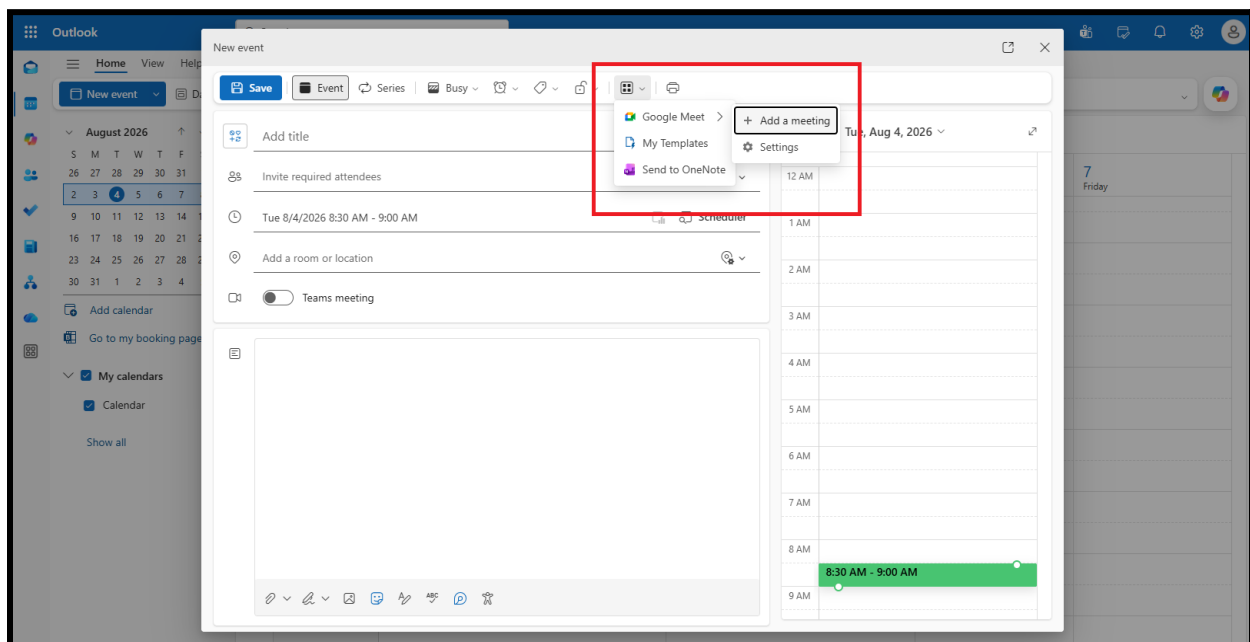
Google Meets With Outlook Calendar

In Outlook, there is a specific add-on that lets users create an event or meeting with Google Meet instead of Teams. This guide will outline the steps to setting that up for the first time.

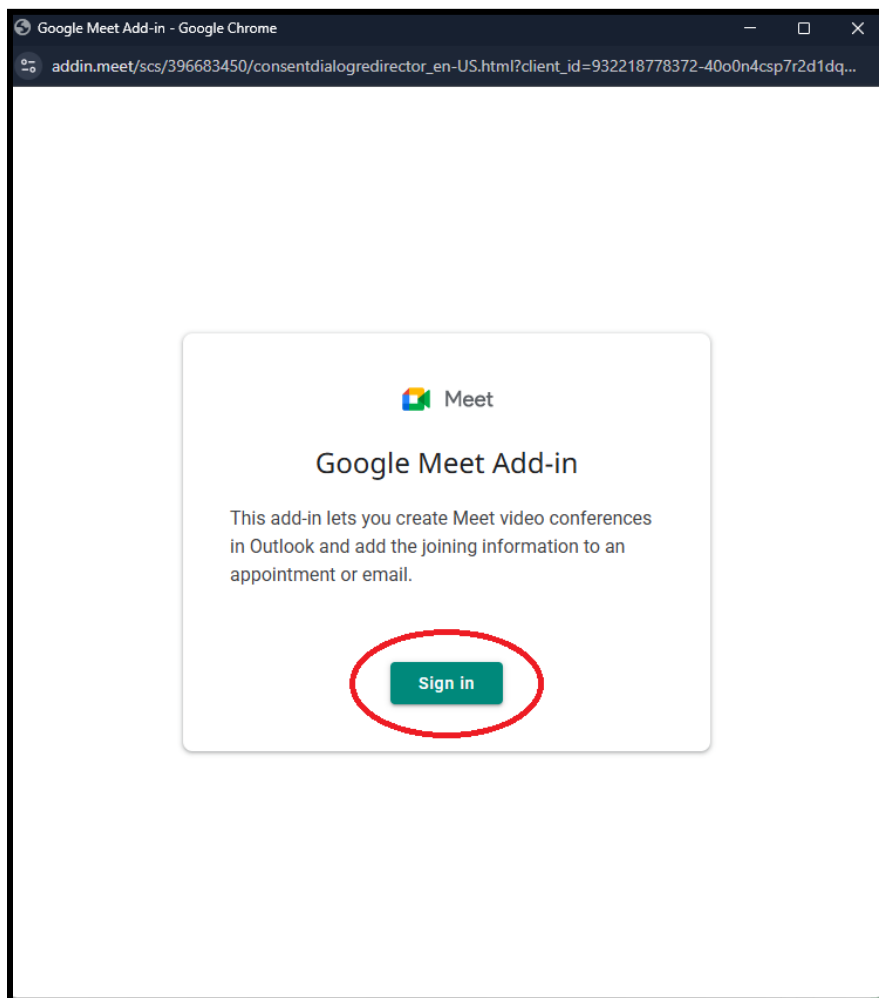
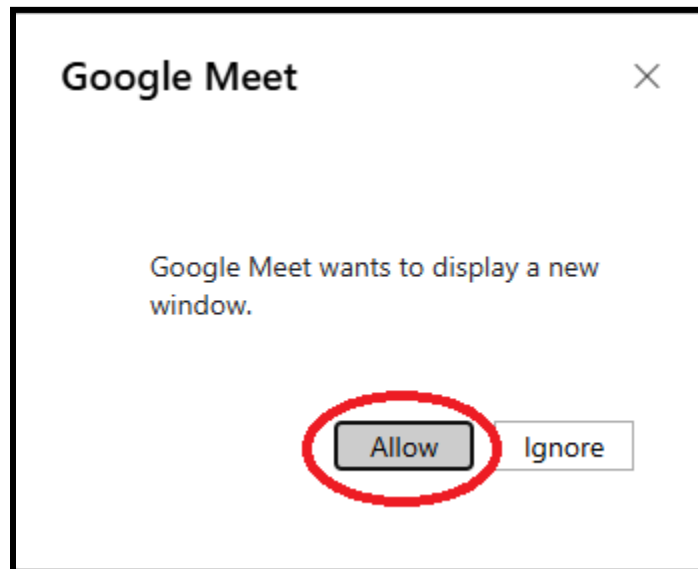
1. The first step is to create a **New Event** in your calendar.



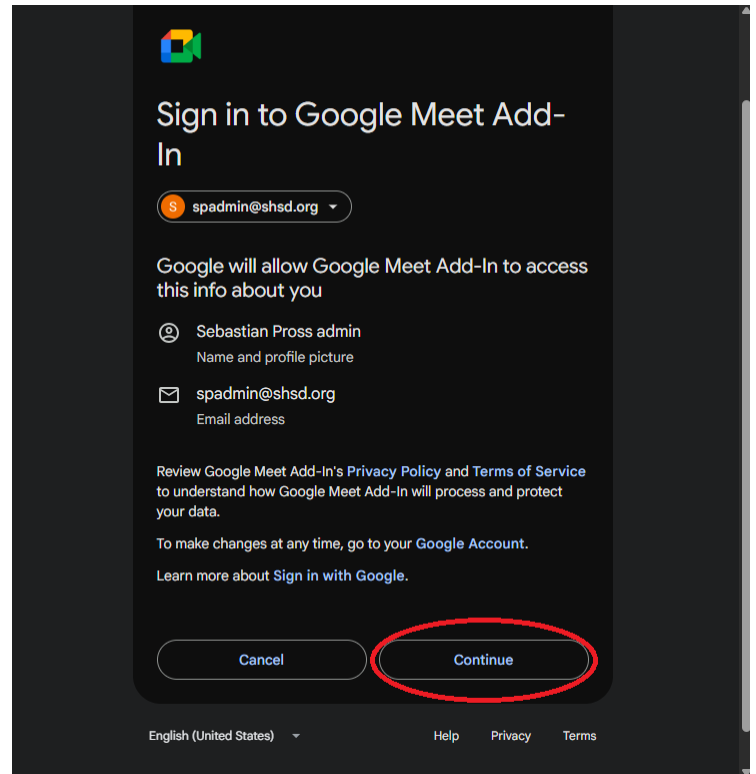
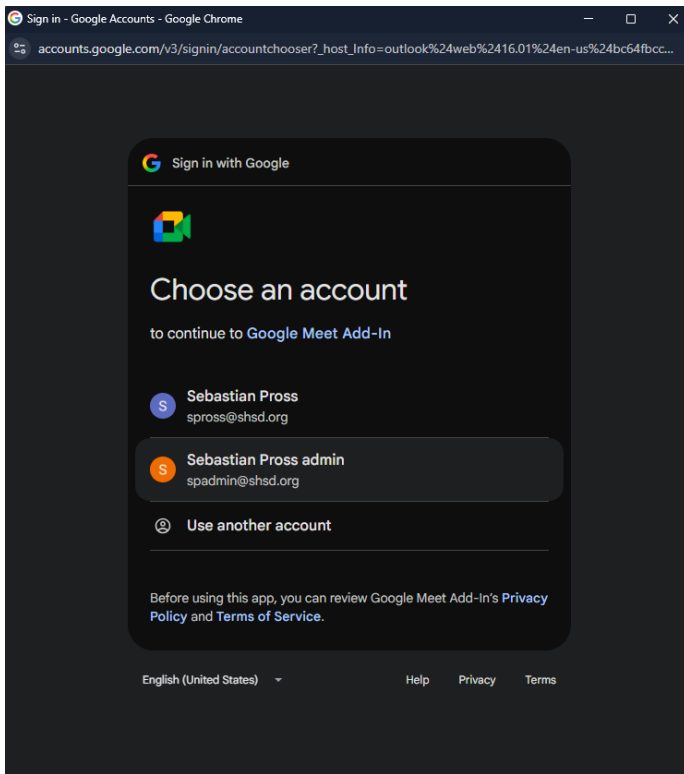
2. In the event creation popup, click on the **Square** icon on the top bar, and hover over **Google Meet**. Then click on **Add a meeting**.



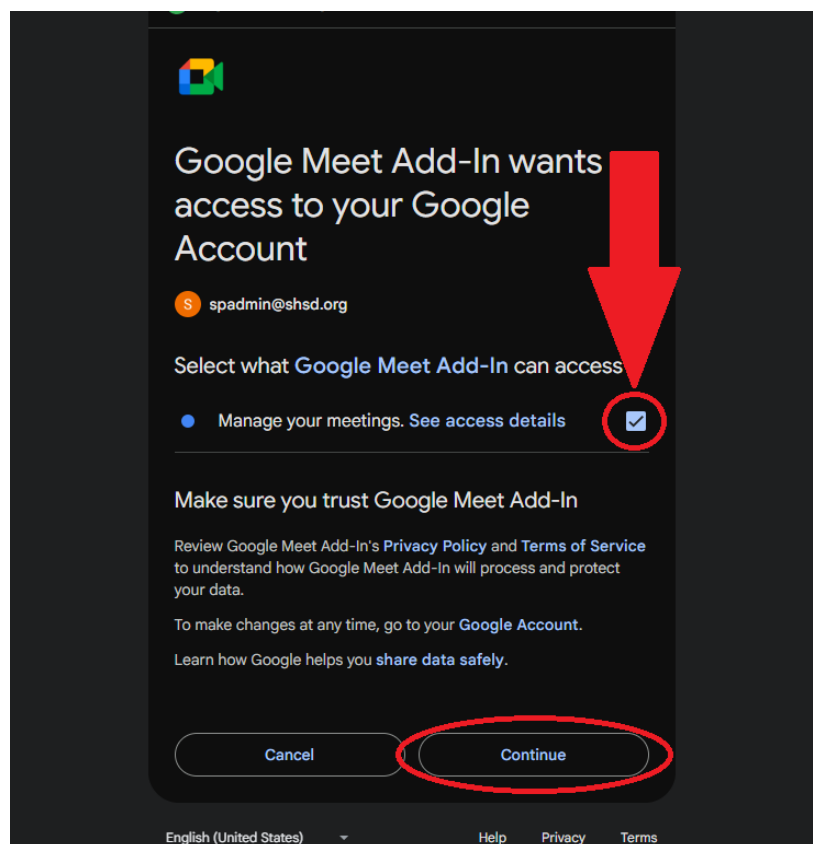
3. On the new popup, please click on the **Allow** button. Once you click Allow, the following **Google Meet Add-in** page will pop up. Please click on **Sign in**



4. This will bring up an account page. Please choose the account you are using in outlook. Or sign into it if you are not already. On the next page. Please click on **Continue**.



5. Now, it will ask you to determine permissions for Google Meet. It is **VERY IMPORTANT** that you **CHECK** the **Manage your meetings** option. In order for the Google Meet add-in to work, this **NEEDS TO BE CHECKED**. Once it is checked, please click **Continue**.



6. Now, when you click on the **Add a meeting** button as shown in **Step 2**, it will create a Google Meet link and automatically place it into the event details.

New event

Save Event Series Busy

Add title

Invite required attendees

Tue 8/4/2026 8:30 AM - 9:00 AM Scheduler

Add a room or location

Teams meeting

Meet

Google Meet joining info
<https://meet.google.com/xbf-czuw-gxs>
Or dial: +1 302-924-8380 PIN: 530 560 609#

First time using Meet? [Learn more](#)

12 AM
1 AM
2 AM
3 AM
4 AM
5 AM
6 AM
7 AM
8 AM
8:30 AM - 9:00 AM
9 AM
10 AM
11 AM