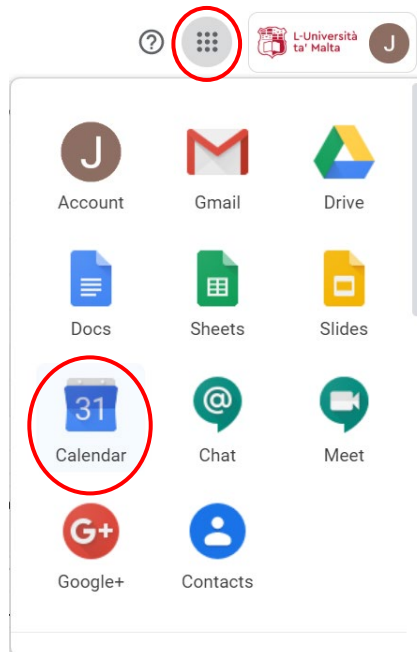


## Scheduling a meeting using Google Calendar

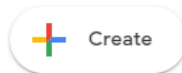
You can schedule a virtual meeting using Google Calendar or from Hangouts Meet. It is recommended that you schedule your virtual meetings in Google Calendar.

1. Access Google Calendar from the Google apps icon (top-right) in Gmail or any G Suite service.

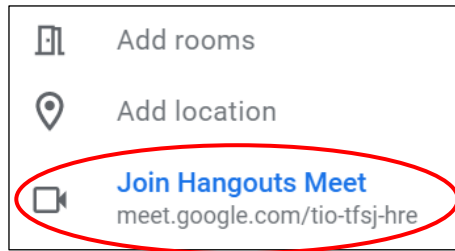


2. Click the **Create** button.
3. Click on **Add title** and enter a name for your meeting.
4. Select the date and time for your meeting.
5. Click on **Add guests** to invite your colleagues to the meeting.

If you start typing the name of a colleague that you regularly correspond with, the system will automatically show the email address of your colleague. If the email address is not displayed you will need to type this.

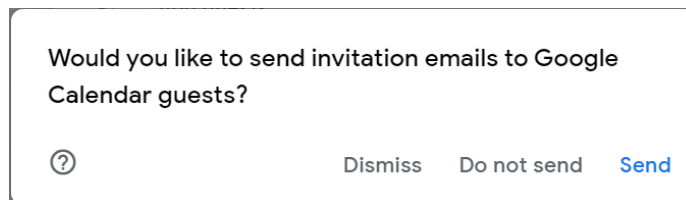


The Join Hangouts Meet link will be automatically created.



If you did not add any guests, click **Add rooms, location or conferencing**. Click **Add conferencing** so that the Join Hangouts Meet option is added.

6. Click **Save** button.
7. If you added guests (step 5), you will be prompted to send invitation emails to the guests.



Click **Send** to send them the invite, which includes the Hangouts Meet link automatically.

If you did not add guests, click on the newly created event in your calendar. Copy the link underneath Join Hangouts Meet, and send it to your guests via email.