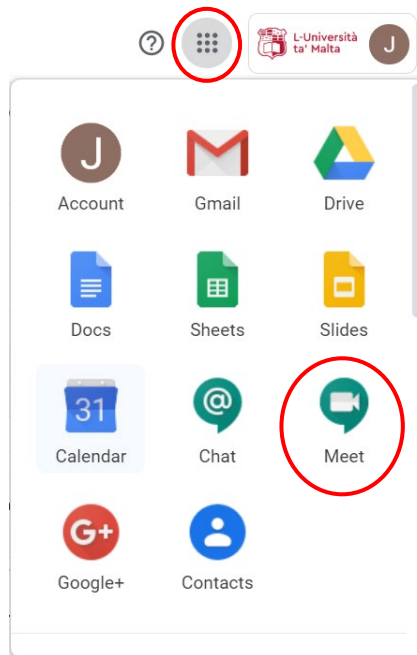


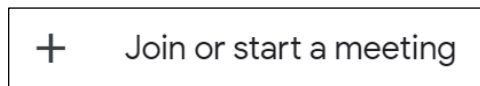
Scheduling and Starting a meeting in Hangouts Meet

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. However, if you want to schedule and start a meeting immediately, you can follow these steps to create a meeting directly from Meet instead of using Google Calendar:

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



2. Click **Join or start a meeting**.



3. Do not enter a meeting code or nickname! Click **Continue** button.

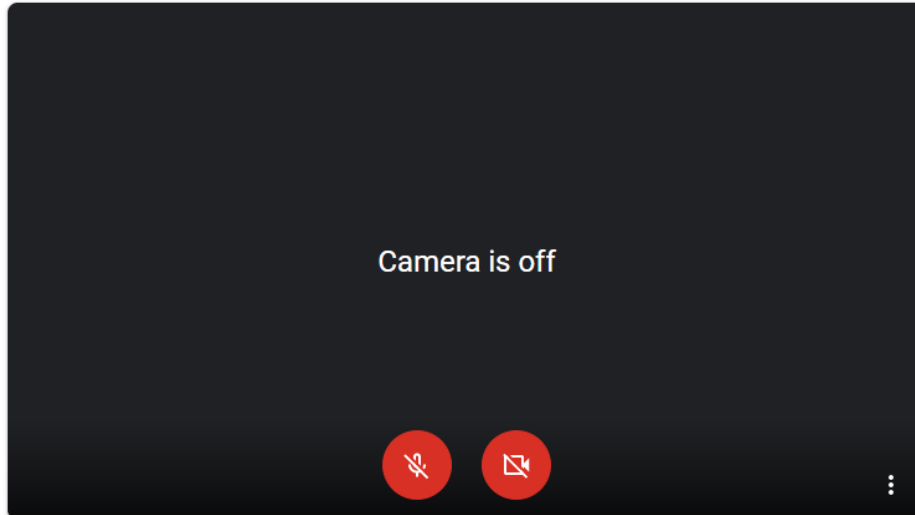
Join or start a meeting ×

Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.

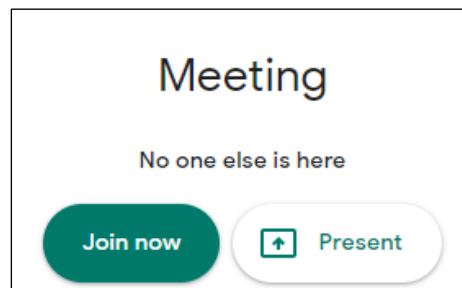
Continue

4. You will be taken to the meeting waiting room. If this is your first time using Hangouts Meet, make sure to allow your browser to use your camera and microphone, if applicable.

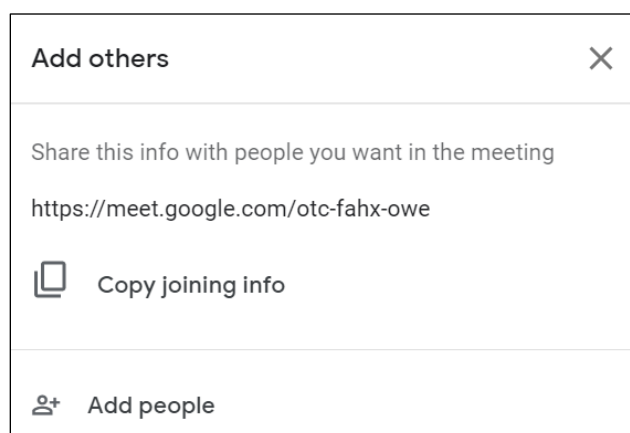
You can mute yourself and disable your camera before joining the meeting, by clicking on the respective icon:



5. Click **Join now** to enter the meeting.



6. You will be prompted with a meeting link.



Click **Copy joining info** and send the information to the other participants via your preferred method, such as email.

Alternatively, you can click **Add people** to invite participants using their email address. Click **Send invite** button to send them an email with the meeting details.

