

<b>Description:</b>	<b>How to Create Google Meet Conference</b>
<b>Applies to:</b>	<b>Google Meet</b>
<b>Revision:</b>	<b>2020.04.08</b>

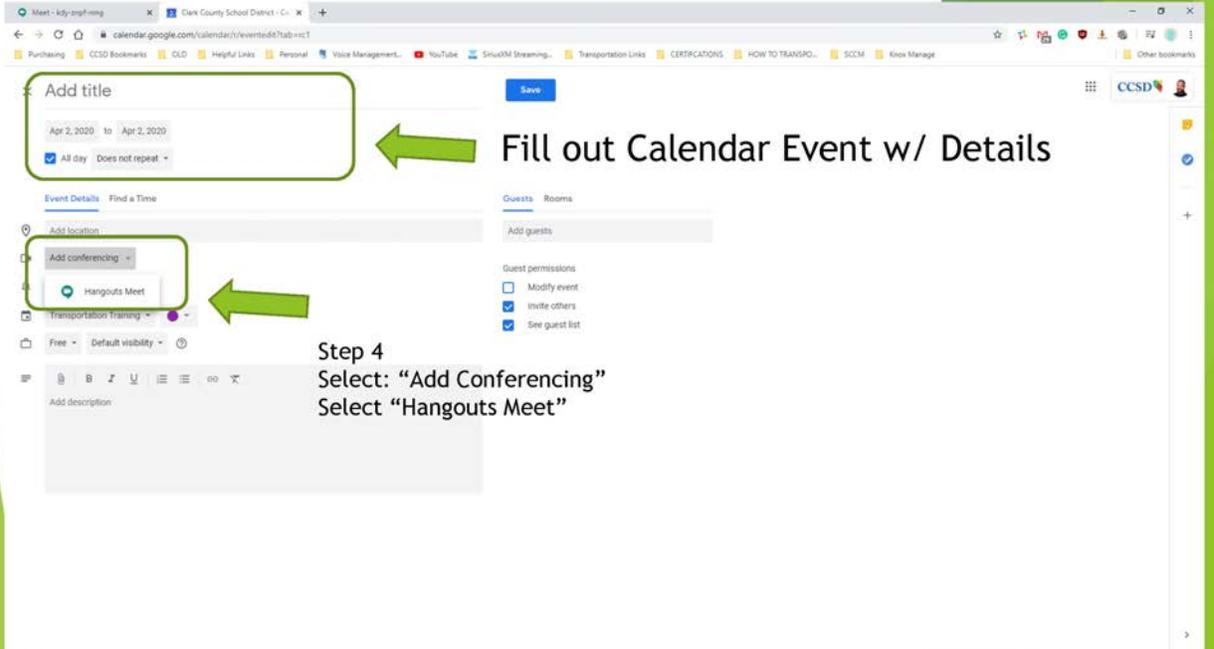
## How to Create Google Meet Conference

**Creating a Google Meet Using Google Calendar**

**Step 1**  
Select: Date of Event

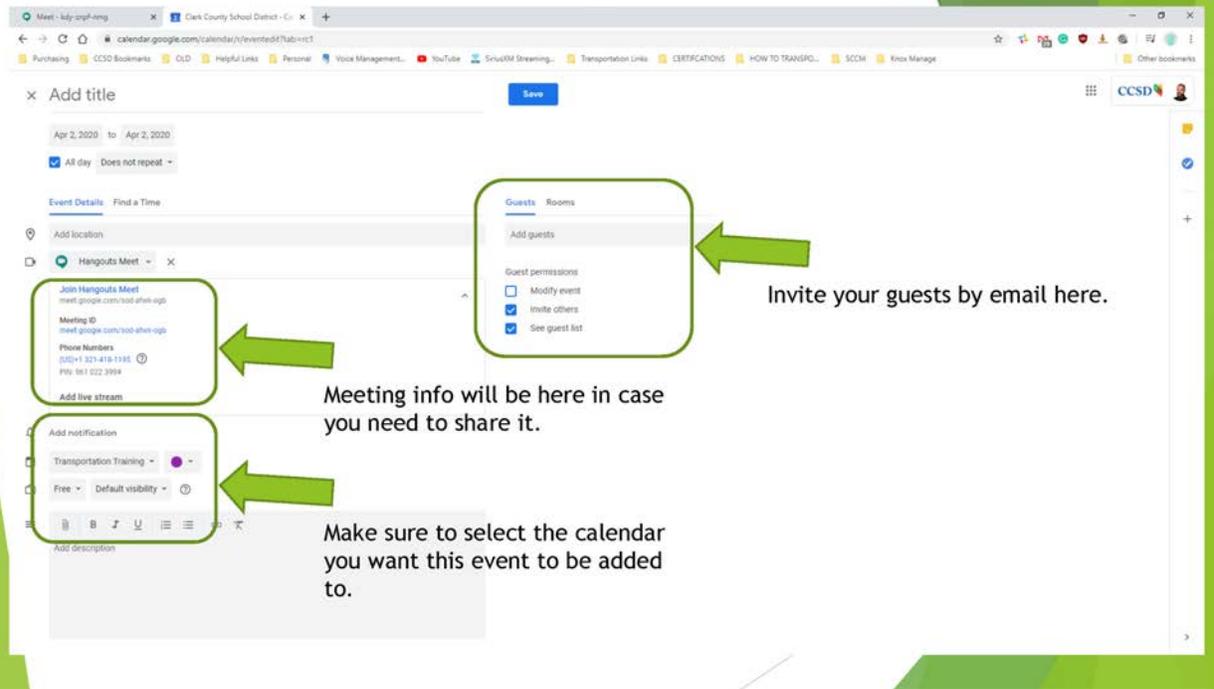
**Step 2**  
Select: More "Options"

The screenshot shows the Google Calendar interface. A modal window titled "Add title and time" is open, showing options for "Event", "Out of office", and "Appointment slots". The date "Apr 2, 2020 - Apr 2, 2020" is selected. The "More options" button is highlighted with a green arrow, and the "Save" button is also visible. The "Add title and time" modal is also highlighted with a green arrow. The "More options" button is highlighted with a green arrow. The "Save" button is highlighted with a green arrow. The "Add title and time" modal is highlighted with a green arrow.



Fill out Calendar Event w/ Details

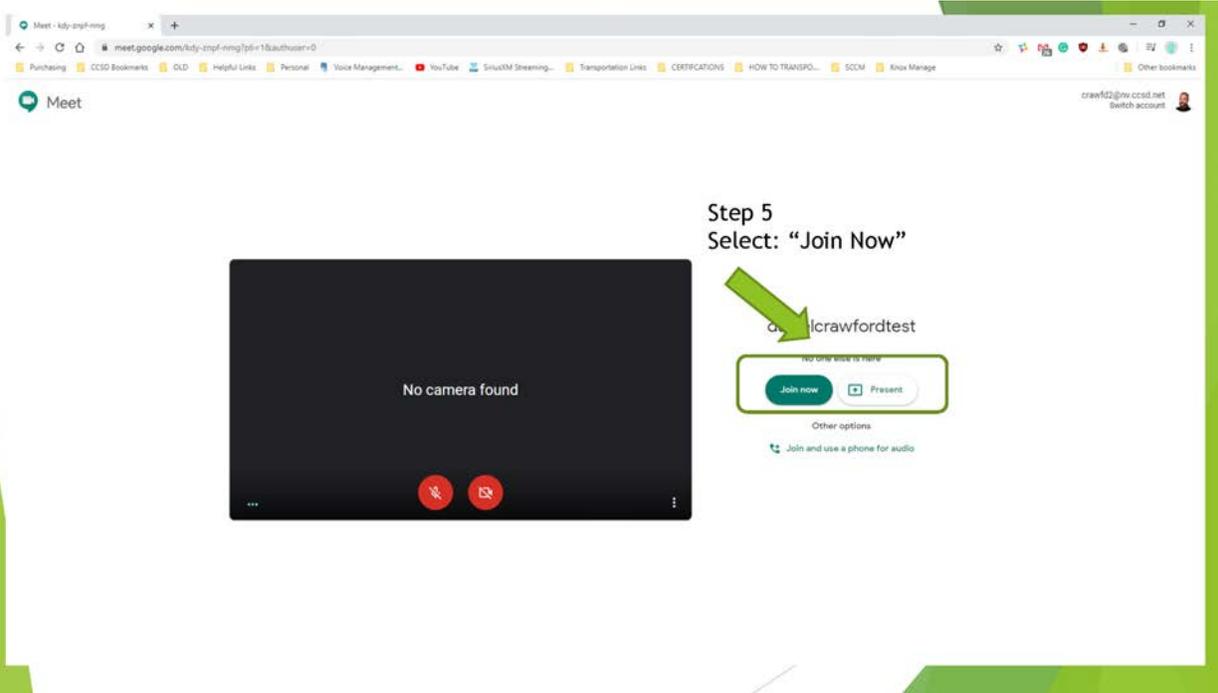
Step 4  
Select: "Add Conferencing"  
Select "Hangouts Meet"



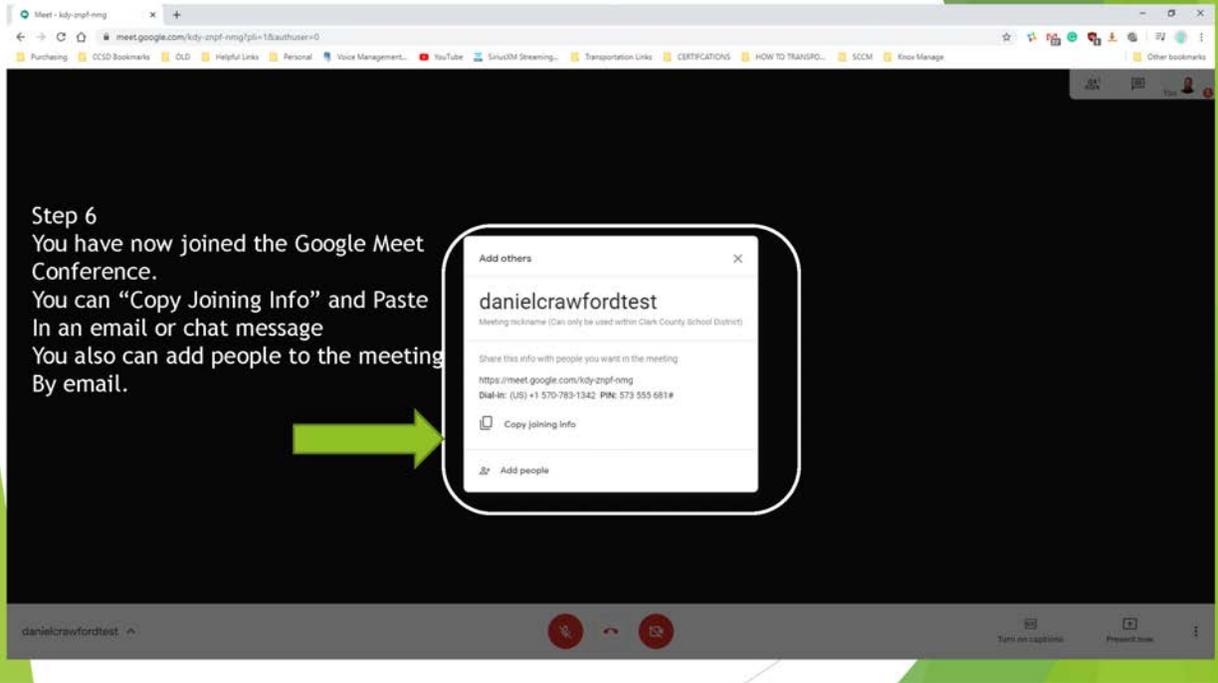
Invite your guests by email here.

Meeting info will be here in case you need to share it.

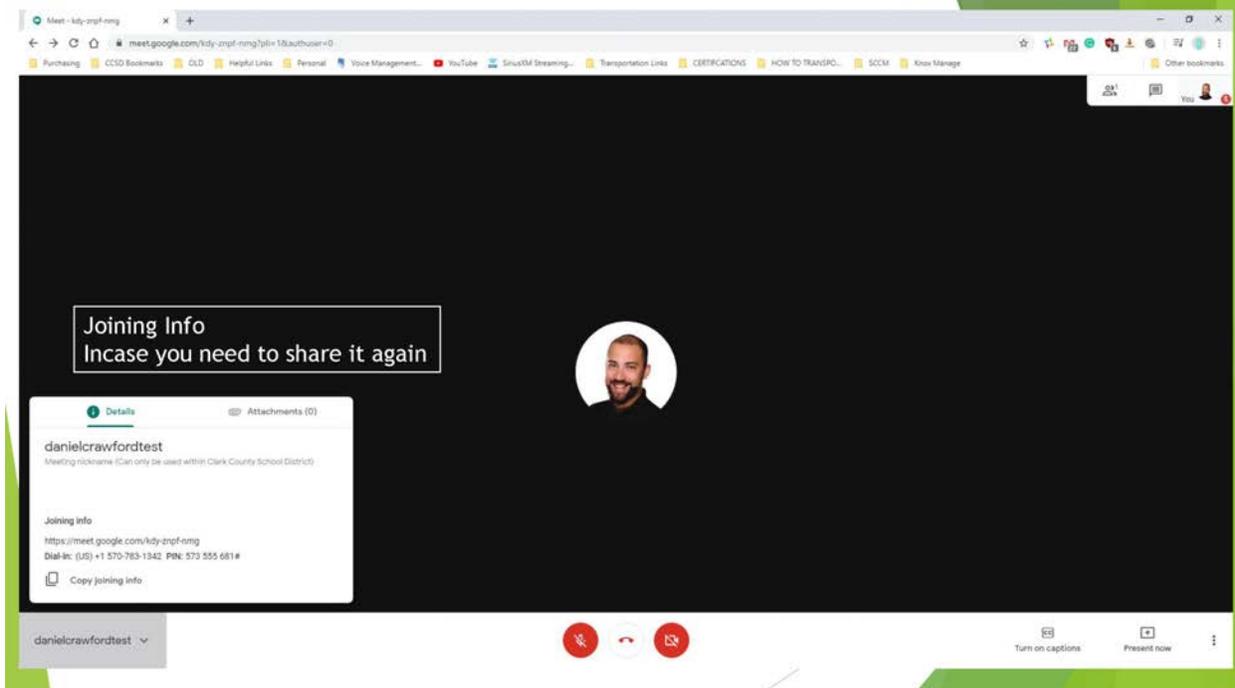
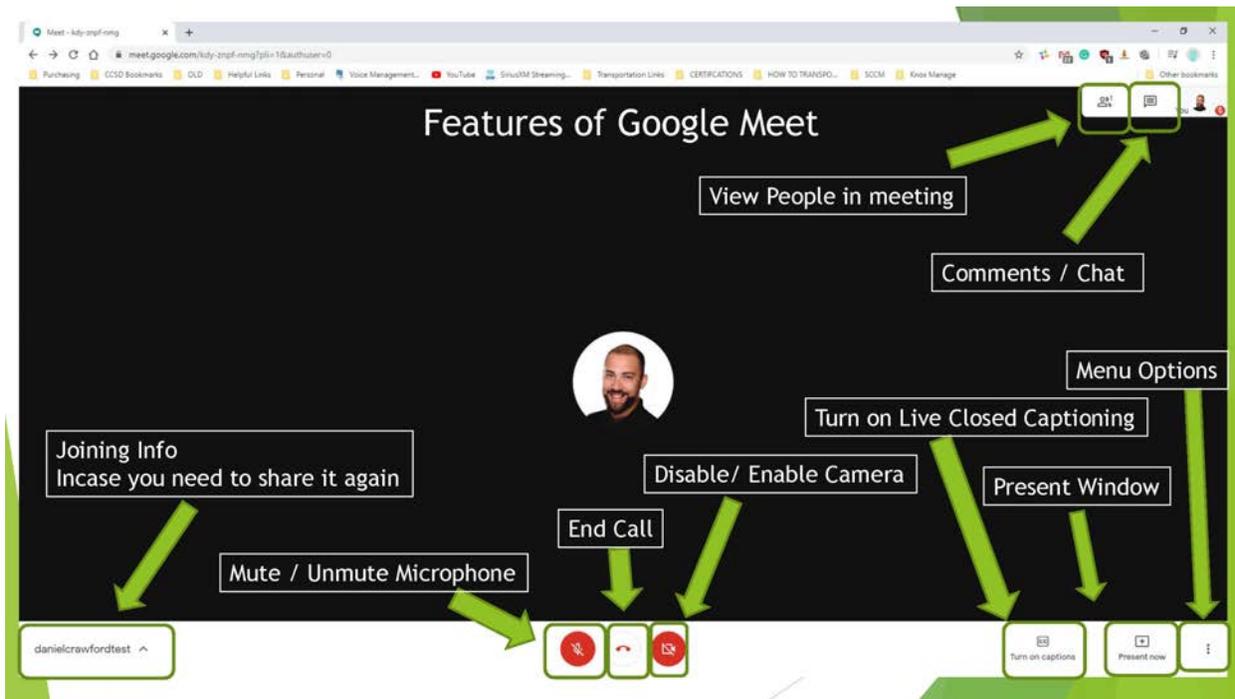
Make sure to select the calendar you want this event to be added to.

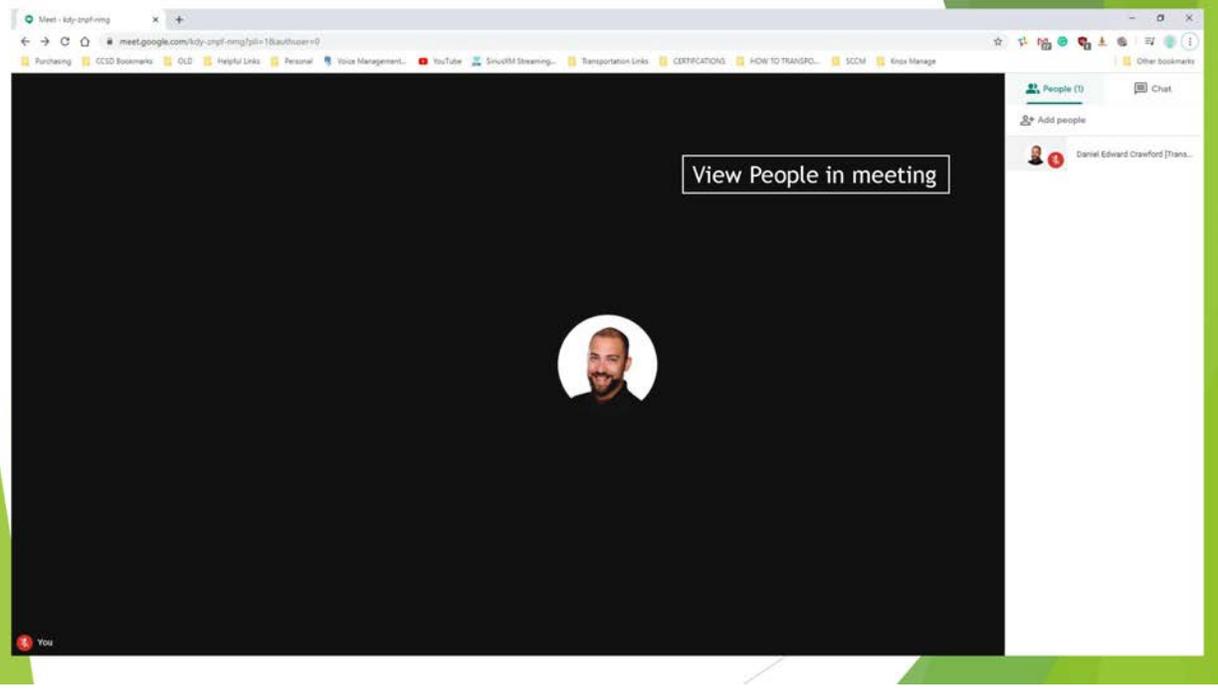
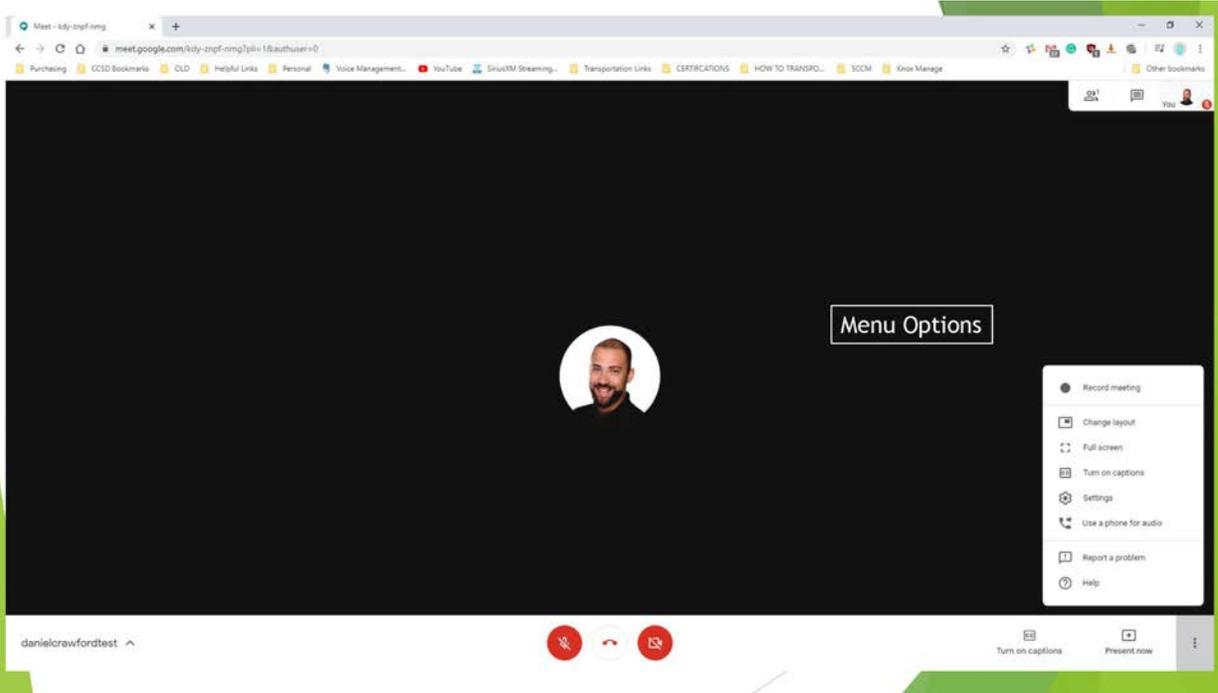


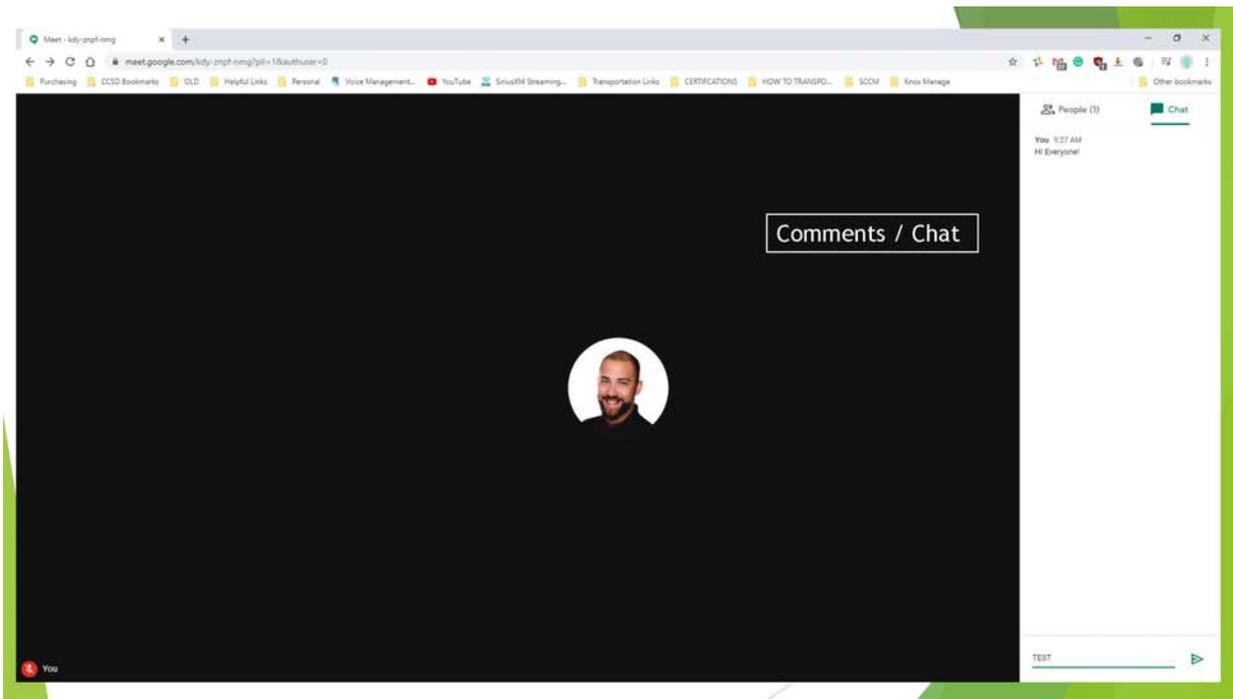
Step 5  
Select: "Join Now"



Step 6  
You have now joined the Google Meet Conference.  
You can "Copy Joining Info" and Paste In an email or chat message  
You also can add people to the meeting By email.







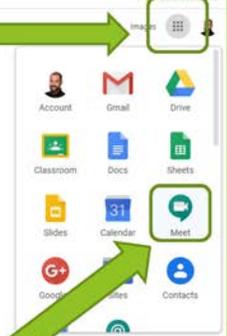
Optional Steps:

Using a Computer / Web Browser

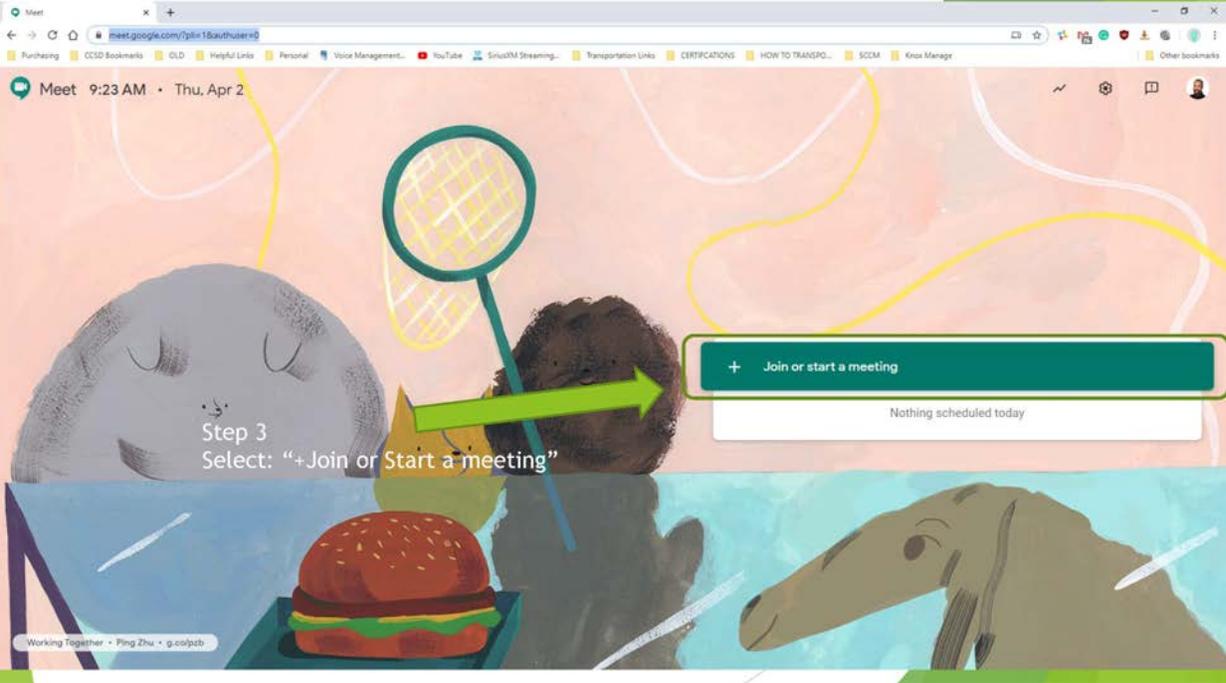
Step 1  
Select / Open: Google Waffle

Google

Search Google or type a URL



Step 2  
Select: "Meet"



Step 3  
Select: "+Join or Start a meeting"

Meet 9:24 AM • Thu, Apr 2

Join or start a meeting

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

Daniel Crawford Test

Continue

Nothing scheduled today

Working Together • Ping Zhu • gsknab

**Step 4**  
Join or Create a meeting  
If you already have a code then input it,  
Otherwise create a new one.