

Scheduling Google Meet

Similar to other web-conferencing software, Google Meet allows users to meet virtually using your computer and/or telephone.

Scheduling a Meeting:

Within Google Calendar, begin by creating an **Event**. Then, simply click on **Add Google Meet Video Conferencing**

× Add title Save

May 4, 2021 9:00am to 10:00am May 4, 2021 Time zone

☐ All day Does not repeat ▾

Event Details Find a Time

 **GoToMeeting** Add

gotomeeting@pitkincounty.com Sign out

 Add Google Meet video conferencing

 Add location

 Notification ▾ 10 minutes ▾ ×

Guests Rooms

Add guests

Guest permissions

- ☐ Modify event
- ☒ Invite others
- ☒ See guest list

Once you have clicked on **Add Google Meet**, you will notice that a link and dial-in information have been populated. Click the URL below **Join with Google Meet** for the meeting information. Click the icons on the right side to *Copy Meeting Invitation*, *Video call options*, *Video conference details*, and *Remove Conference*.

 Join with Google Meet

meet.google.com/qvm-xinf-mkj ?

Meeting ID
meet.google.com/qvm-xinf-mkj

Phone Numbers
(US)+1 208-715-5429 ?
PIN: 458 475 703#
[More phone numbers](#)

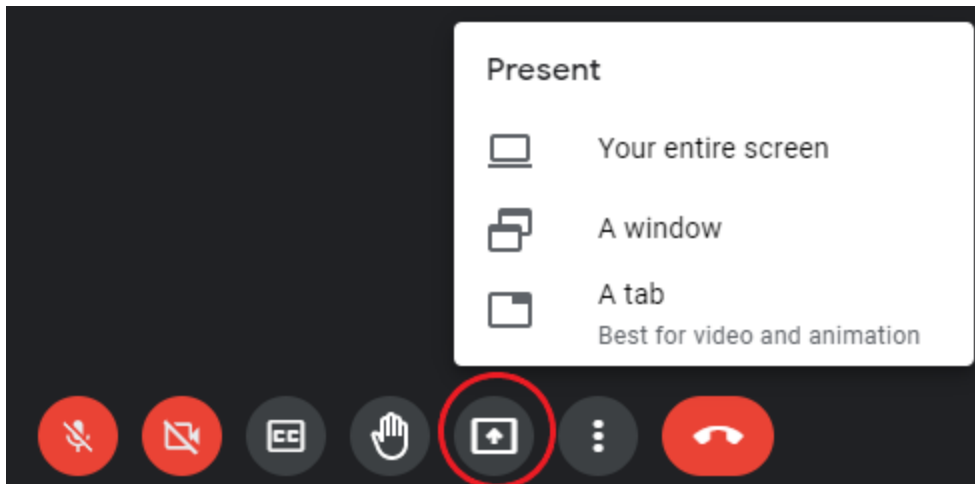
Add live stream

Participating in a Google Hangouts Meet:

If you plan to use your web-cam or share something on your screen (i.e. a document, PowerPoint, etc.), click on the **Meeting ID** link. This will open up the Google Meet in a new web-browser tab.

At this point, you can use your computer's **microphone and speakers** to connect with your participants **OR** you can turn off your microphone/speakers and call into the **Phone Number** displayed in the meeting details.

Sharing Information:



[Google Meet: How it works](#)

[Google Meet Training and Help](#)