

Creating a Google Meeting

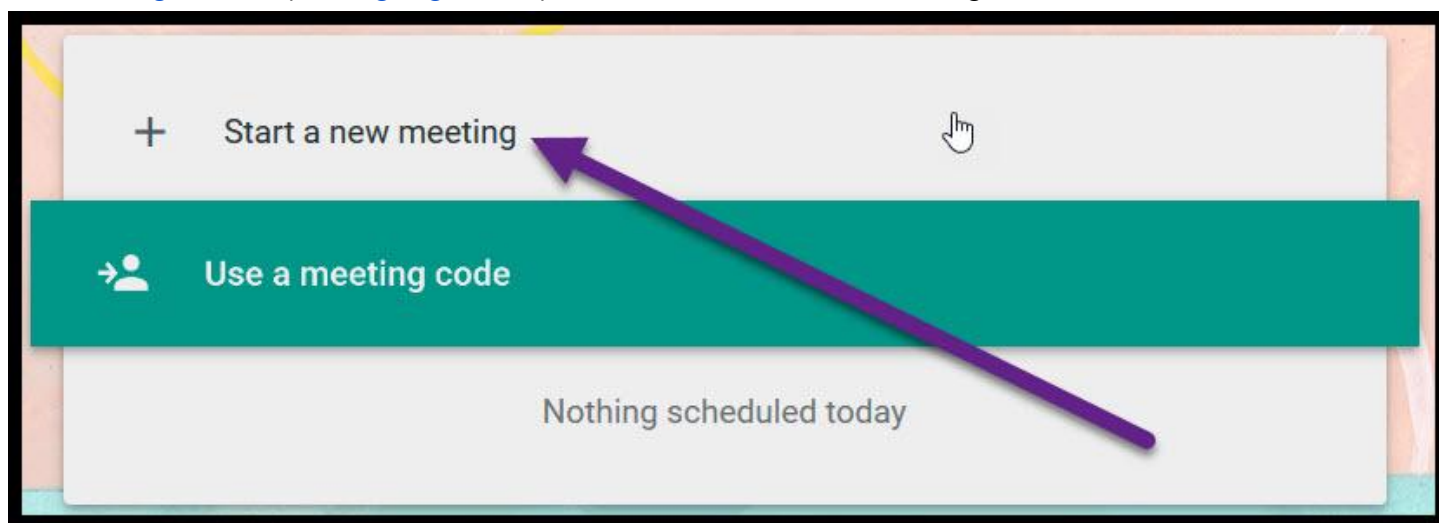
This short tutorial will show you how to create a Google Meeting. You can join/create a meeting with a microphone, microphone and webcam, or just use the chat function.

Step 1

Log in to your Google account!

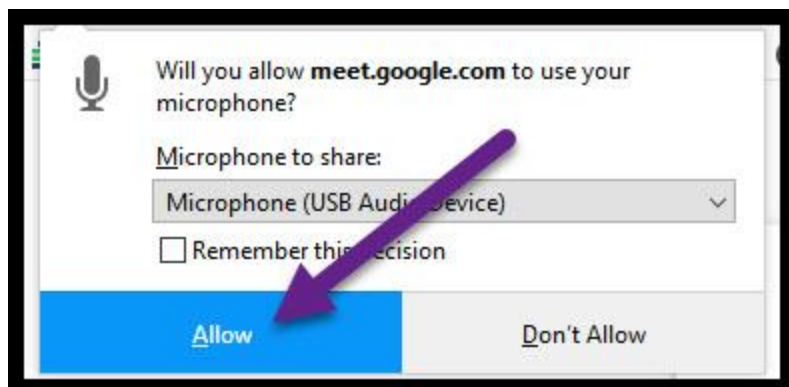
Step 2

Go to [Google Meet](https://meet.google.com) (meet.google.com) and click 'Start a new meeting.'



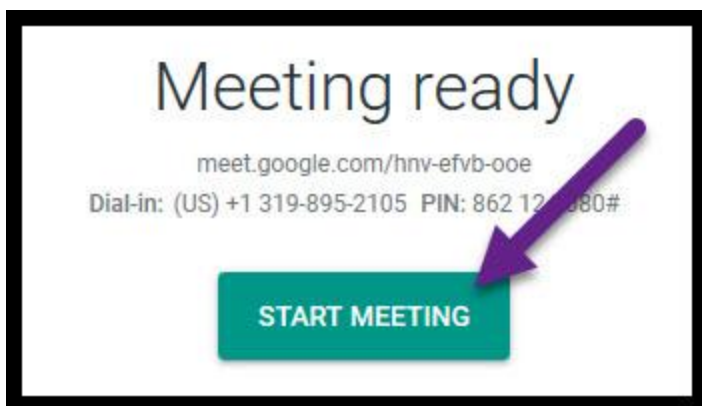
Step 3

Allow access to your microphone and camera by clicking Allow on the pop-up windows. This may look different depending on the browser you use. We recommend Google Chrome or Mozilla Firefox.



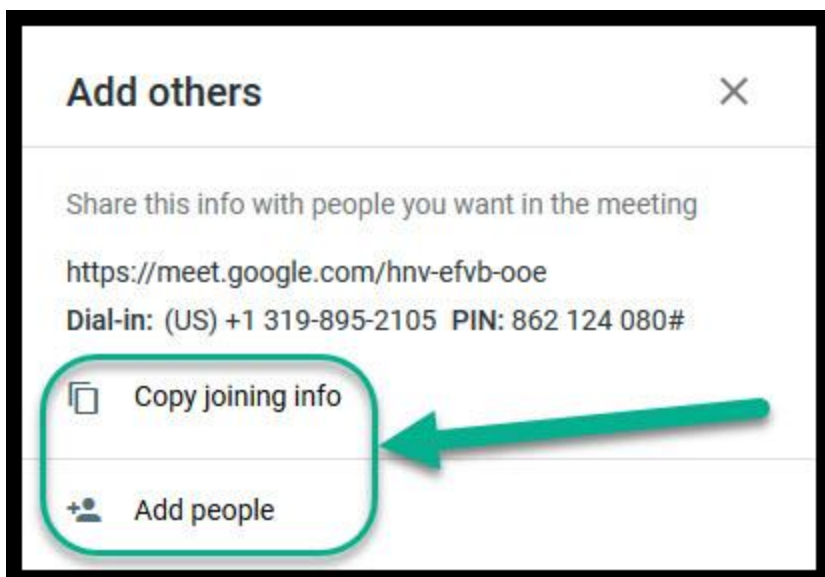
Step 4

When your camera and microphone settings are correct, click 'Start Meeting.' You can learn more about camera and microphone settings in our [Joining a Google Meeting](#) tutorial.



Step 5

When you start the meeting, the 'Add others' pop-up appears. You can add others to the meeting two ways. First, click 'Copy joining info' to copy a link to the meeting you can paste anywhere your users have access, like a Canvas announcement. Second, click 'Add people' to send an email invitation to specific email addresses.



After closing this window, click the 'Meeting Details' button at the bottom left to access this information again.

Step 6

That's it! You're done! Note that if someone tries to join your Meeting *without* being logged in to a Google account, they'll type their name before requesting to join. You can then approve or deny the request.

Check out the [Joining a Google Meeting](#) tutorial for more information about the on screen tools.

For further assistance, come see us in the eLearning office in the Learning Commons, email eLearning@lowercolumbia.edu, or call 360-442-2520.