Hangouts Meet cheat sheet

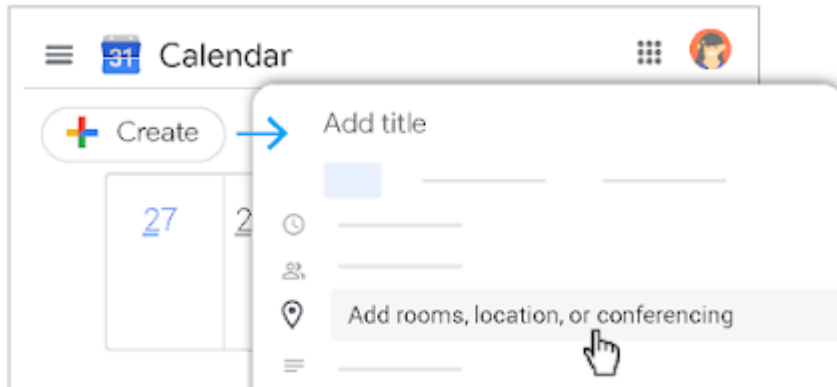**Hold video meetings worldwide with several people at once.**

Join impromptu meetings on the go, virtual training classes around the world, remote interviews, and much more.

Get Meet: Web (meet.google.com) , Android , or iOS

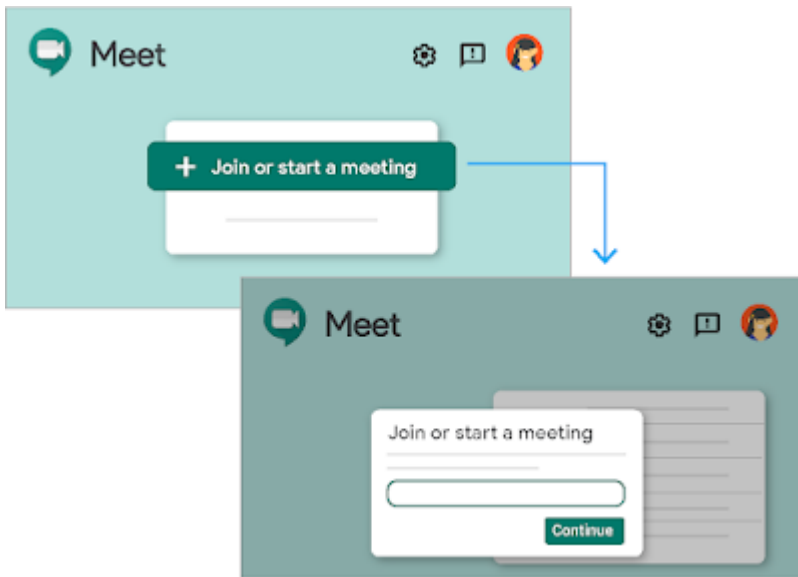Download Hangouts Meet quick start (PDF)

1. Schedule a video meeting from Calendar.
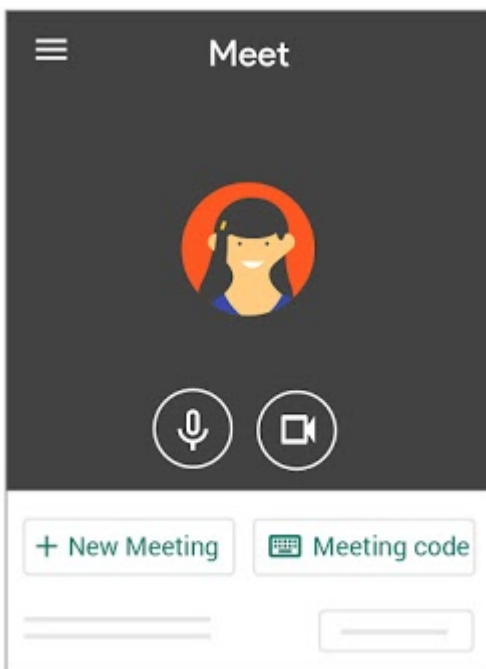

Go to Google Calendar and create an event.

2. Start a video meeting.

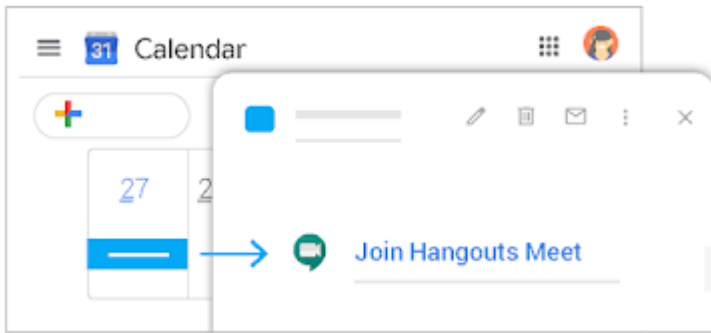**From a browser:** Enter https://meet.google.com in Chrome Browser.

From your mobile device: Open the Meet app on your Android (Play Store) or Apple® iOS® (App Store) mobile device.
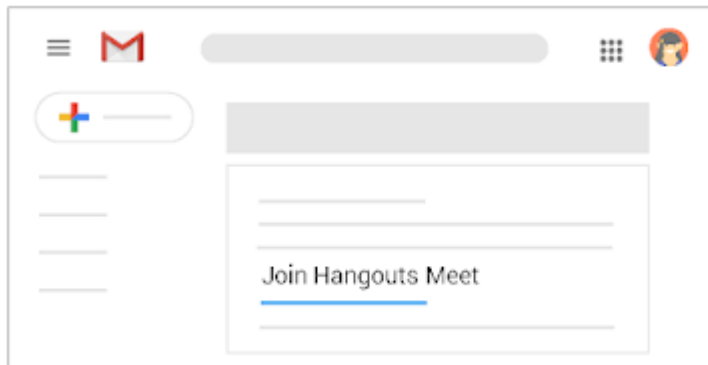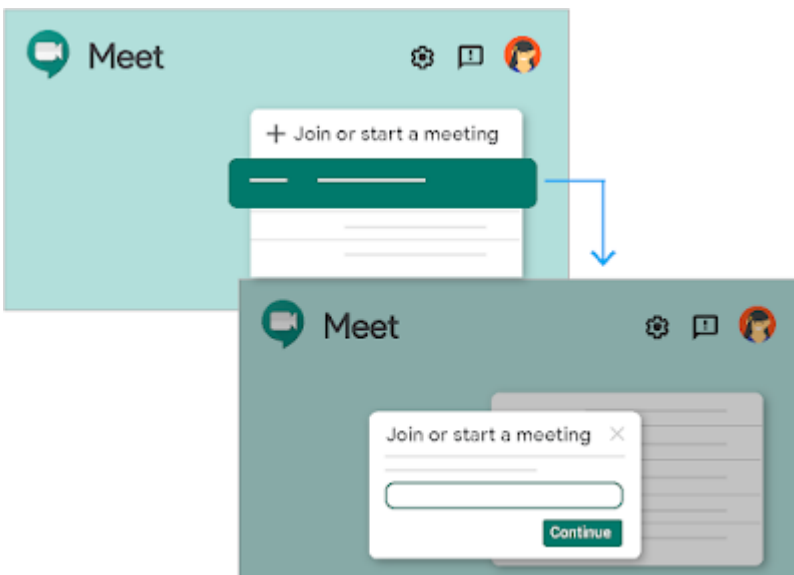

3. Join a video meeting.

From Calendar: In Calendar , click the event you want to join.
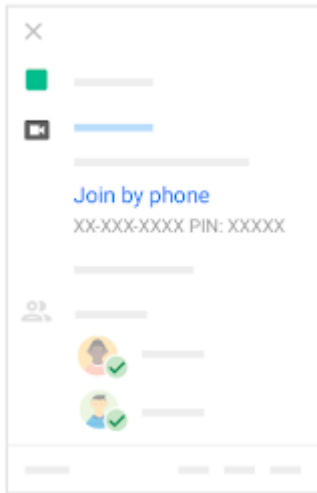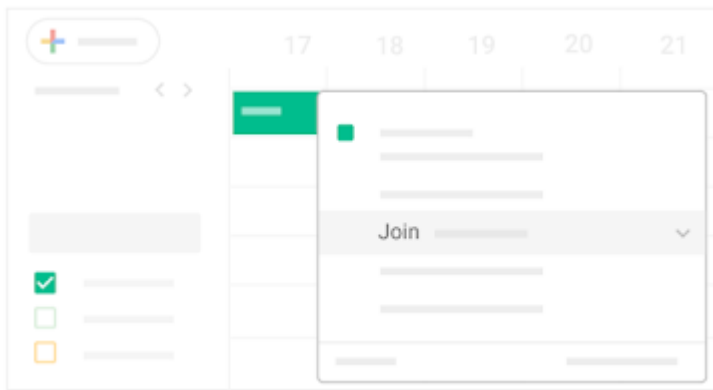
From Gmail: Click the meeting link in a text or email.

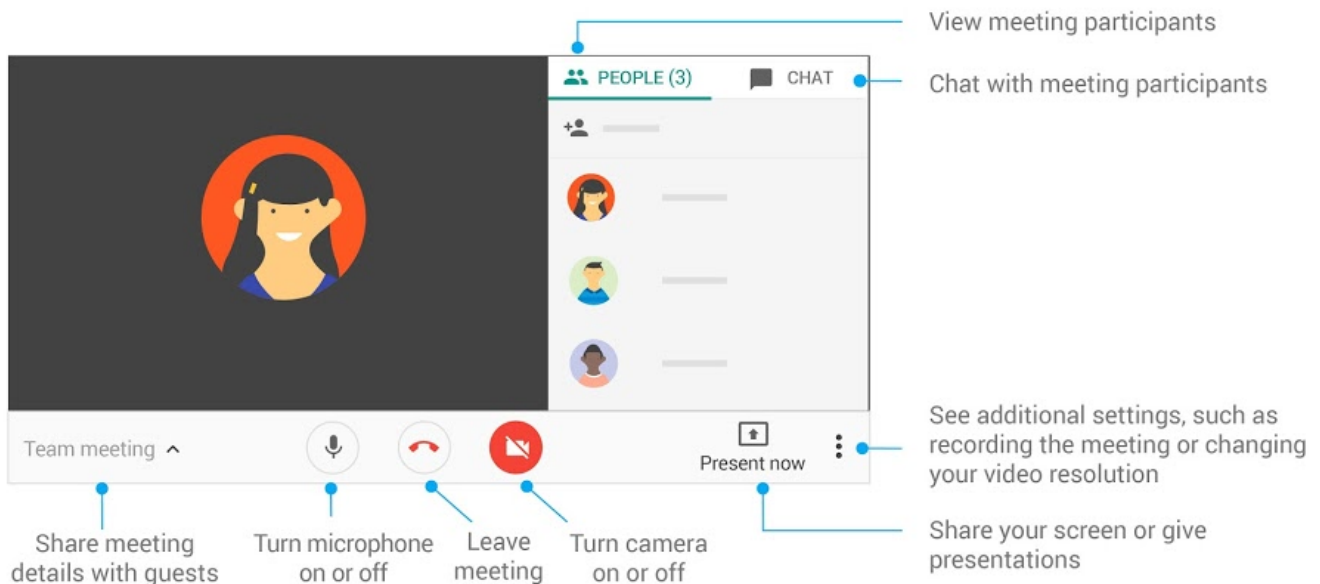**From Meet:** In Meet , join a scheduled meeting or use a meeting code.

From your mobile device: Open the Calendar event or meeting invite to dial in to a meeting from a phone.

From a third-party conferencing system: Open the Calendar event or meeting invite. Click **More joining options** to join from a third-party conferencing system.

4. Collaborate during a video meeting.

View meeting participants

Chat with meeting participants

See additional settings, such as recording the meeting or changing your video resolution

Share your screen or give presentations

Share meeting details with guests

Turn microphone on or off

Leave meeting

Turn camera on or off

↑ Back to top

Was this helpful?

Yes No