All about Meetings

with Google Calendar and Meet

How to create meetings
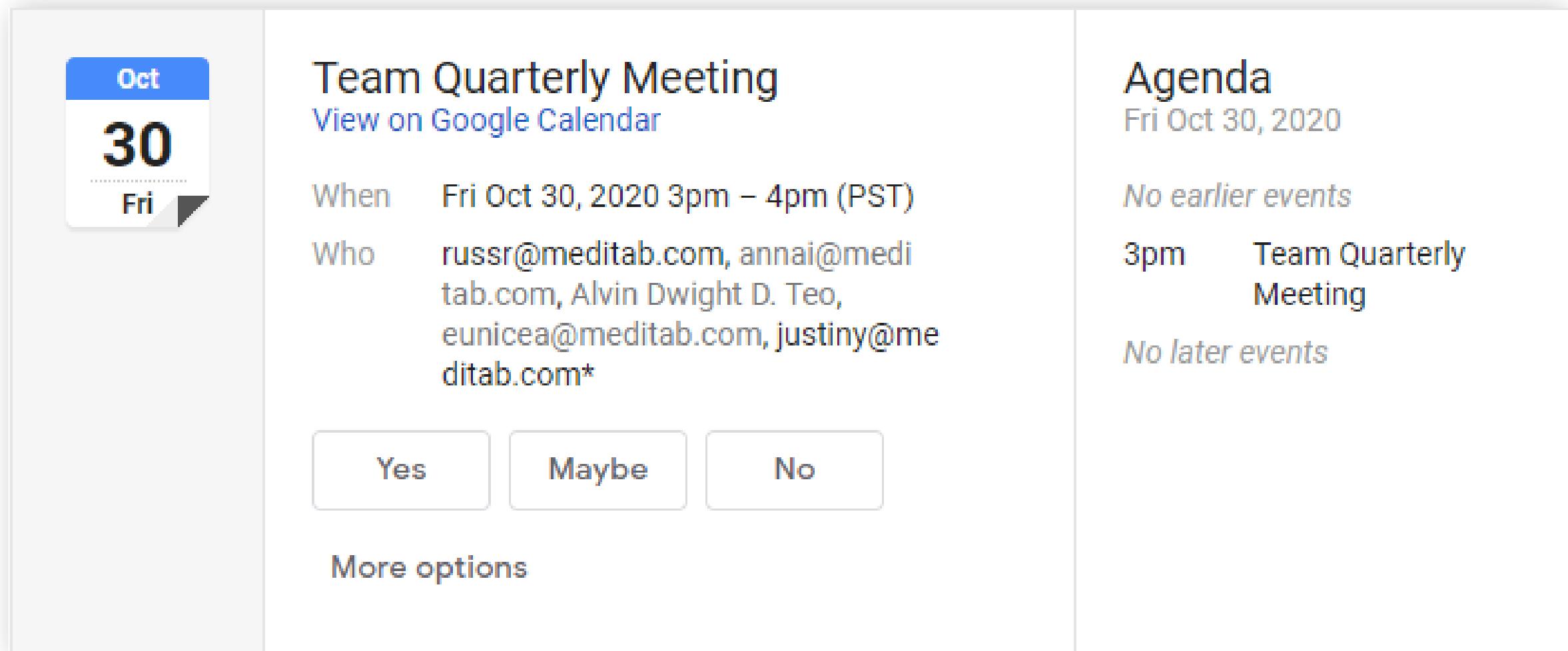
· ● ·

How to invite people

· ● ·

How to start a meeting or join one

Scheduling Meetings

Team Quarterly Meeting
View on Google Calendar

| When | Fri Oct 30, 2020 3pm – 4pm (PST) |
| Who | russr@meditab.com, annai@meditab.com, Alvin Dwight D. Teo, eunicea@meditab.com, justiny@meditab.com* |

Oct
30
Fri

| Yes | Maybe | No |

More options

Agenda
Fri Oct 30, 2020

No earlier events

3pm — Team Quarterly Meeting

No later events

Meetings are a part of corporate life. You've probably found yourself attending meetings at least once every two weeks.

Because employees are invited into multiple meetings, **specific details such as date, time, and meeting IDs can be easily forgotten.** This is where meeting invites become very useful.

> Google Calendar Events makes it easier for hosts to announce meetings and remind their members about them.

How to Schedule One?

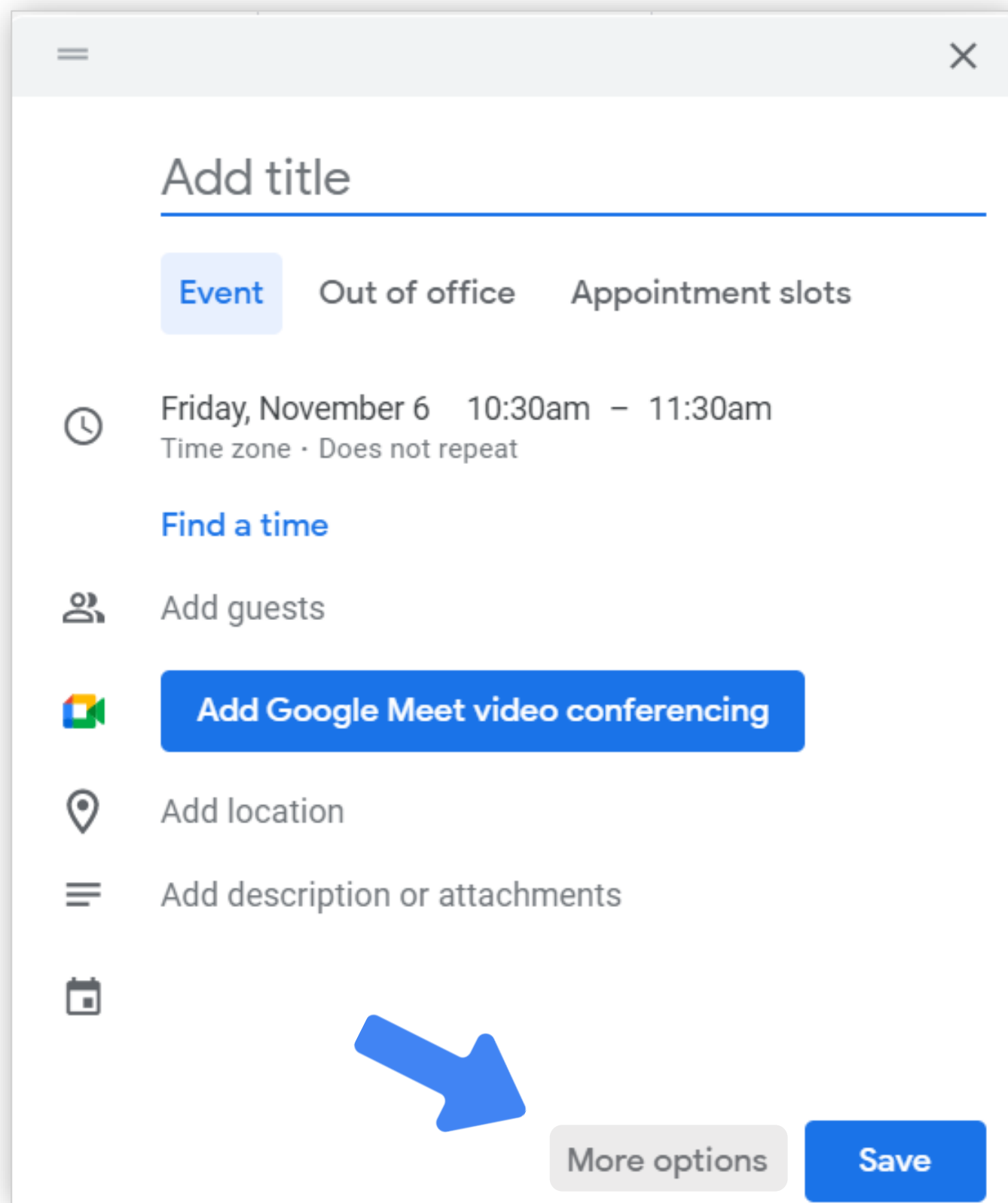**1** | Go to Google calendar. You can access this through the Google App Grid or by typing in **calendar.google.com**
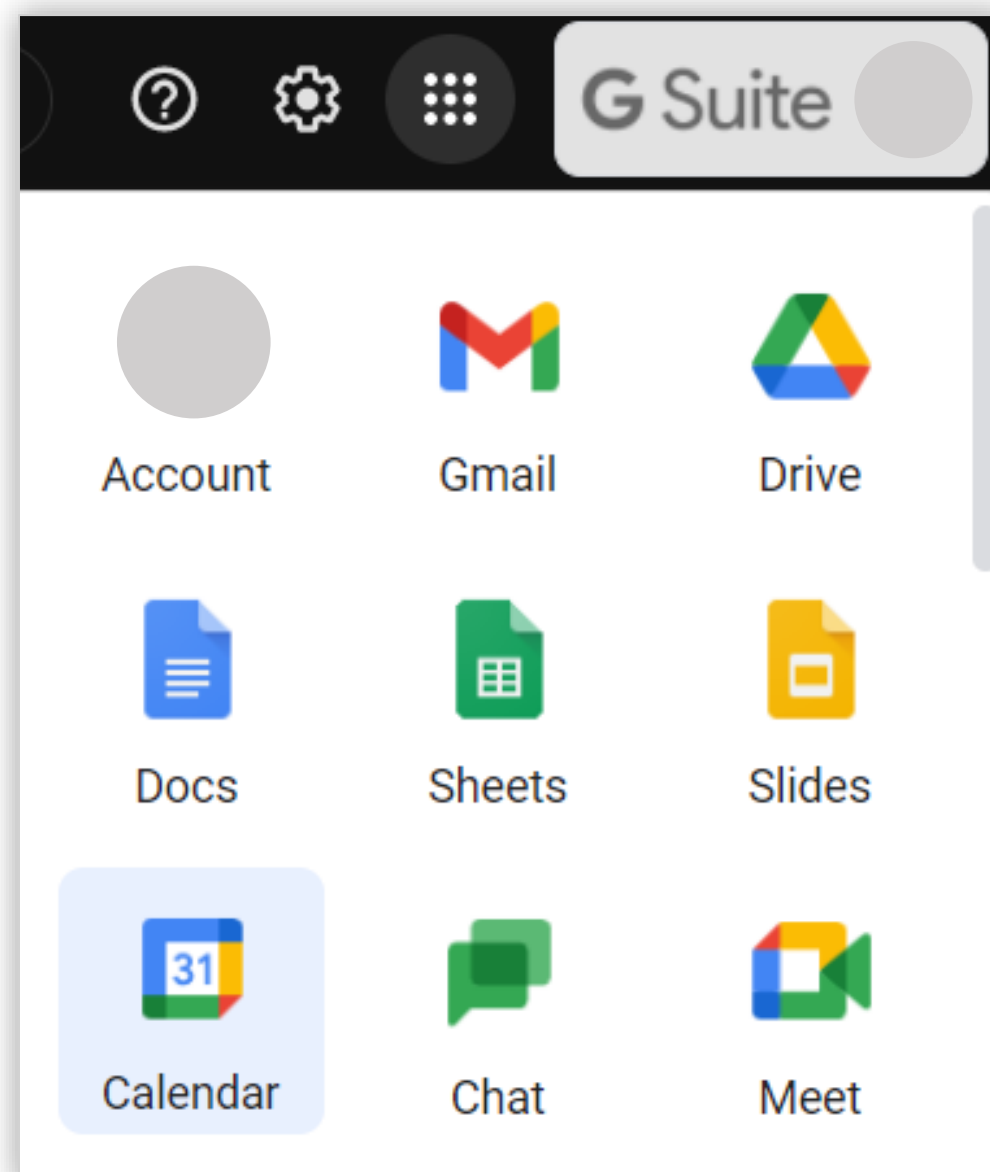
2 | Select + Create on the upper-left portion.

3 | After the Quick Add Events window opens, select **More Options.**

Add title

Event   Out of office   Appointment slots

🕐   Friday, November 6   10:30am – 11:30am
Time zone · Does not repeat

Find a time

👥   Add guests

🎥   **Add Google Meet video conferencing**

📍   Add location

≡   Add description or attachments

📅

More options   **Save**

This is the Quick Add Events window, where you can quickly create a meeting or event but without being able to modify some options.

× **Title of the Meeting**

Save

Nov 6, 2020   10:30am   to   11:30am   Nov 6, 2020   Time zone

☐ All day   Does not repeat ▾

Event Details   Find a Time

Guests

▣ **Add Google Meet video conferencing**

Add guests

📍 Add location

Guest permissions

🔔 Notification ▾   10   minutes ▾   ×

☐ Modify event

Add notification

☑ Invite others

📅 Justin Carlo Yebes ▾   🔵 ▾

☑ See guest list

💼 Busy ▾   Default visibility ▾   ❓

≡   📎 **B** *I* U̲   ≔ ☰ 🔗 🇹

Add description

This is the full Events window. It is recommended to create your meeting invites here as you have access to all options.

4 | Set the **Title** of the meeting.

✕ Title of the Meeting

5 | Set the **Time and Date** of the meeting. You can also set the meeting to occur more than once.

| Nov 6, 2020 | 10:30am | to | 11:30am | Nov 6, 2020 | Time zone |

☐ All day   Does not repeat ▼

TIP: Make sure to adjust the Time Zone if you're meeting is with people with a different time zone.

TIP (again): Clicking on "Does not repeat" allows you to set up a repeating cycle if the meeting occurs more than once.

6 Set the **Place** where the meeting will occur.

Add Google Meet video conferencing

If the meeting is done virtually through **Google Meet**, then select this button to add a Google Meet link to the meeting invite.

Add location

If the meeting is done in a physical address, then make use of the **Add Location** field to indicate where the meeting will take place.

7 Set up the **Reminder** attendees will get. You can select **"Add notification"** to set more than one reminder.

Notification   10   minutes   ✕

Add notification

8 Enter the **Agenda** or a brief description of what the meeting is all about.

| B | I | U | | | | |

Add description

9 Type the names of the **Attendees** you want to invite in the **"Add Guests"** field and set **what they can do** with the meeting invite.

Guests

Add guests

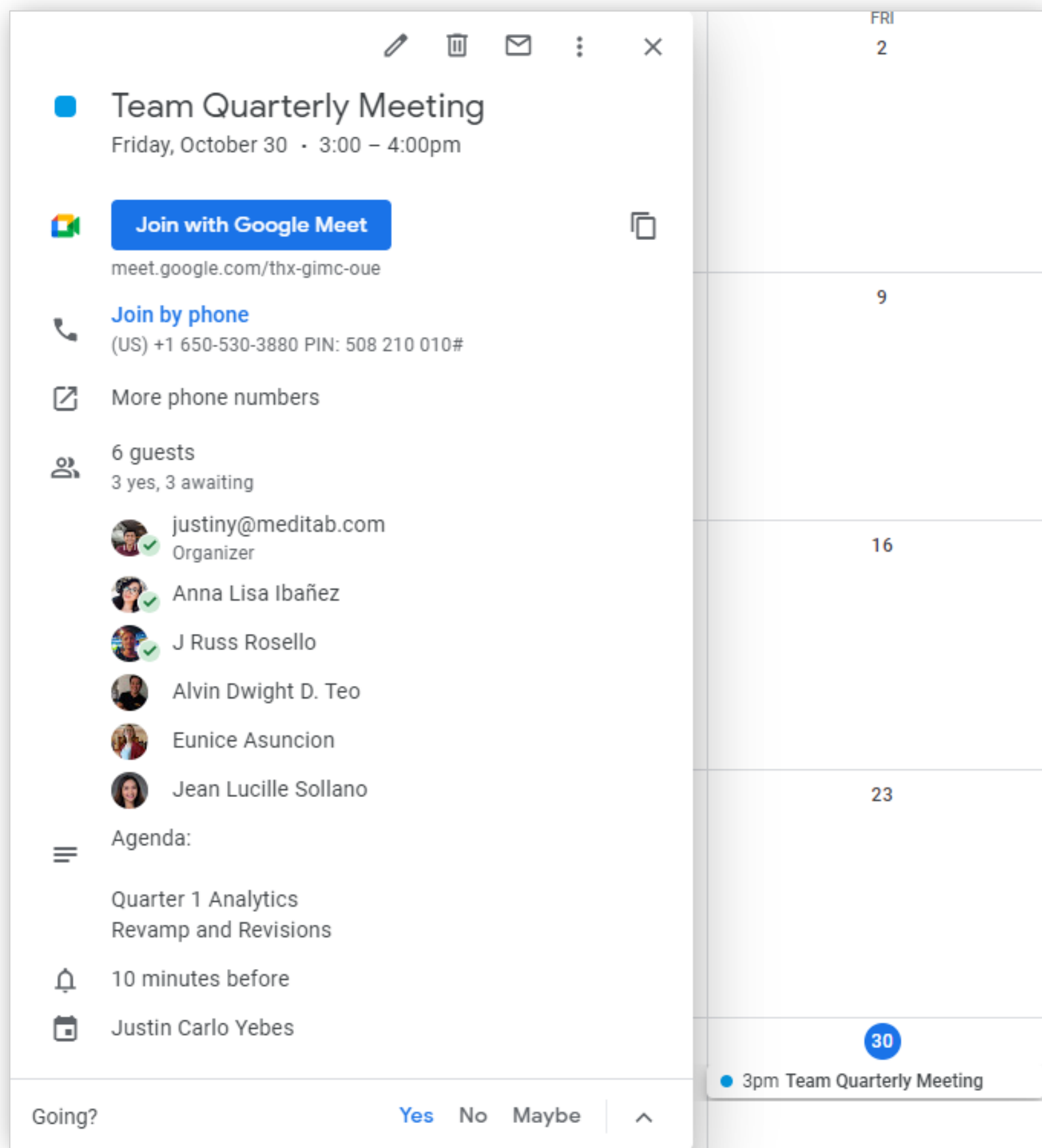Guest permissions

- Modify event
- ☑ Invite others
- ☑ See guest list

10 Don't forget to click **Save** after entering all details of the meeting

Done! So how does it look like?

Both you and your invited Attendees will get something like this on their Google Calendar.

Done! So how does it look like? (continued)

Team Quarterly Meeting
View on Google Calendar

Oct 30 Fri

When   Fri Oct 30, 2020 3pm – 4pm (PST)

Who   russr@meditab.com, annai@meditab.com, Alvin Dwight D. Teo, eunicea@meditab.com, justiny@meditab.com*

[Yes] [Maybe] [No]

More options

Agenda
Fri Oct 30, 2020

No earlier events

3pm   Team Quarterly Meeting

No later events

Team Quarterly Meeting

When   Fri Oct 30, 2020 3pm – 4pm Philippine Standard Time

Joining info   Join with Google Meet
                meet.google.com/thx-gimc-oue

                Join by phone
                (US) +1 650-530-3880 (PIN: 508210010)

                More phone numbers

Calendar   justiny@meditab.com

Who   • justiny@meditab.com - organizer
                • russr@meditab.com
                • annai@meditab.com
                • Alvin Dwight D. Teo
                • jeans@meditab.com
                • eunicea@meditab.com

Agenda:

Quarter 1 Analytics
Revamp and Revisions

Aside from a Google Calendar Entry, all your Attendees will receive this **Meeting Invite** on their email. If the meeting is in Google Meet, then this will include a **link to join the meeting**.

How to join a Meeting?

Team Quarterly Meeting

When	Fri Oct 30, 2020 3pm – 4pm Philippine Standard Time
Joining info	Join with Google Meet
	meet.google.com/thx-gimc-oue
	Join by phone
	(US) +1 650-530-3880 (PIN: 508210010)
	More phone numbers
Calendar	justiny@meditab.com
Who	• justiny@meditab.com - organizer
	• russr@meditab.com
	• annai@meditab.com
	• Alvin Dwight D. Teo
	• jeans@meditab.com
	• eunicea@meditab.com

Agenda:

Quarter 1 Analytics
Revamp and Revisions

Joining info   Join with Google Meet

meet.google.com/thx-gimc-oue

To join a meeting in Google Meet, just go to the Meeting Invite sent to your email, look for **"Joining Info"** and click on the link in this section to open the Google Meet window.

Meet

justiny@meditab.com
Switch account

Team Quarterly Meeting

No one else is here

Join now   Present

Other options
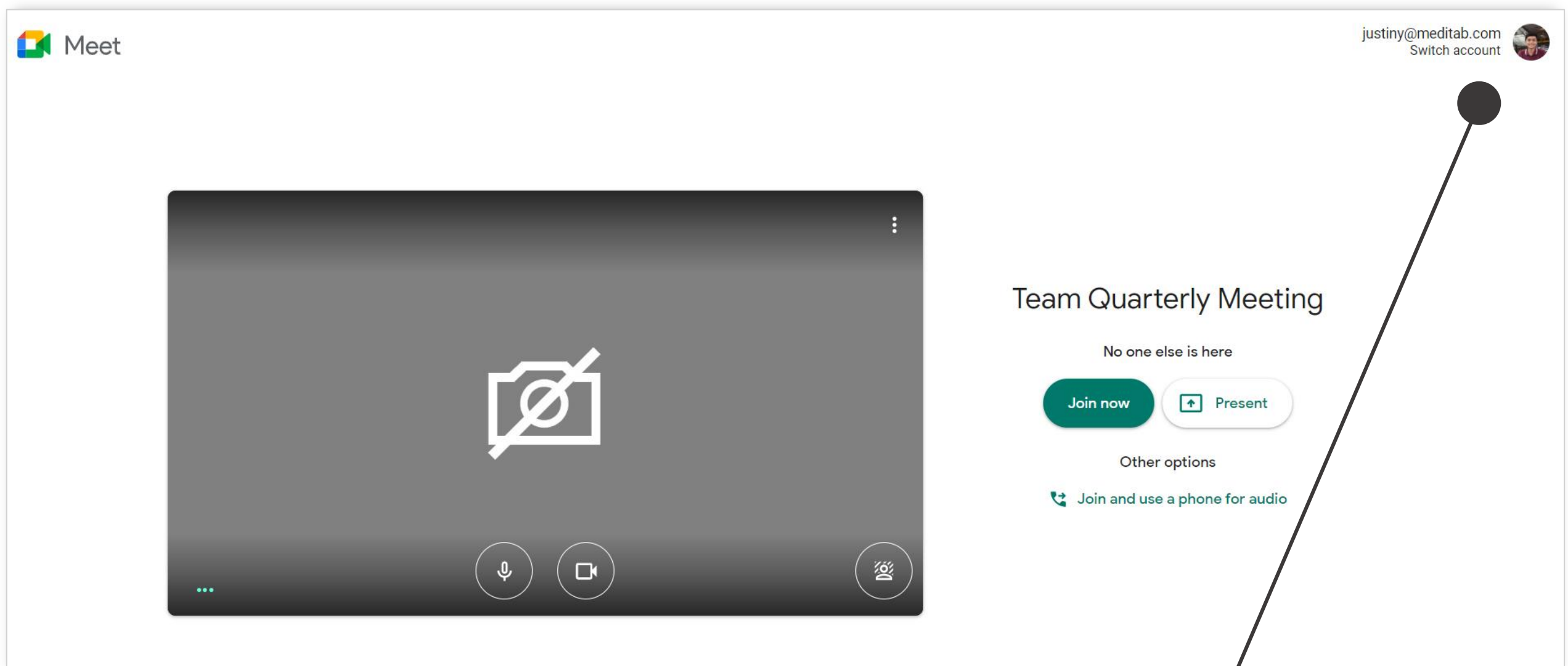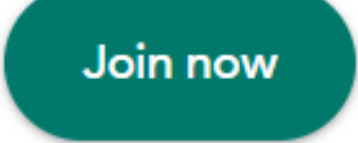
Join and use a phone for audio

How to join a Meeting?


Make sure that the account here is set to your **corporate Gmail account** and not your personal account. Entering with your Personal account means that the Organizer of the meeting will have to approve your account before you can join the meeting.
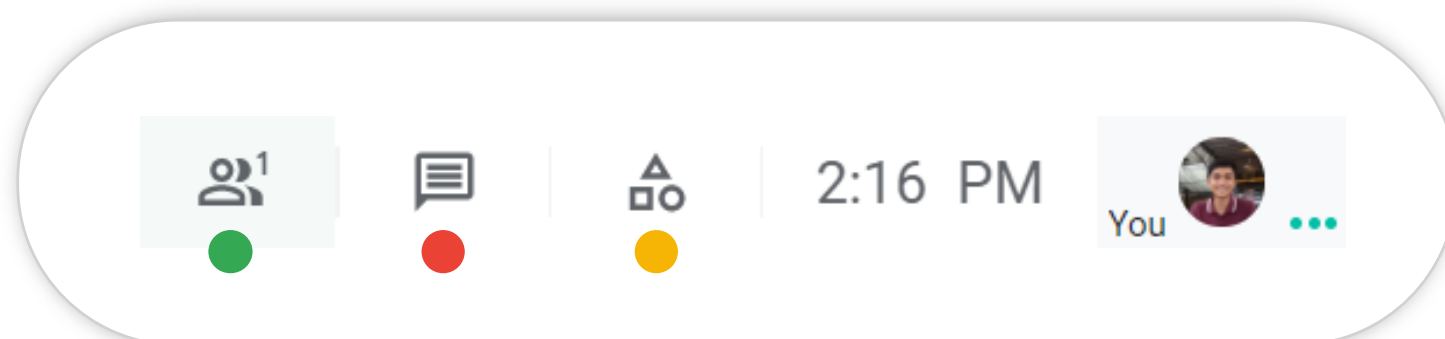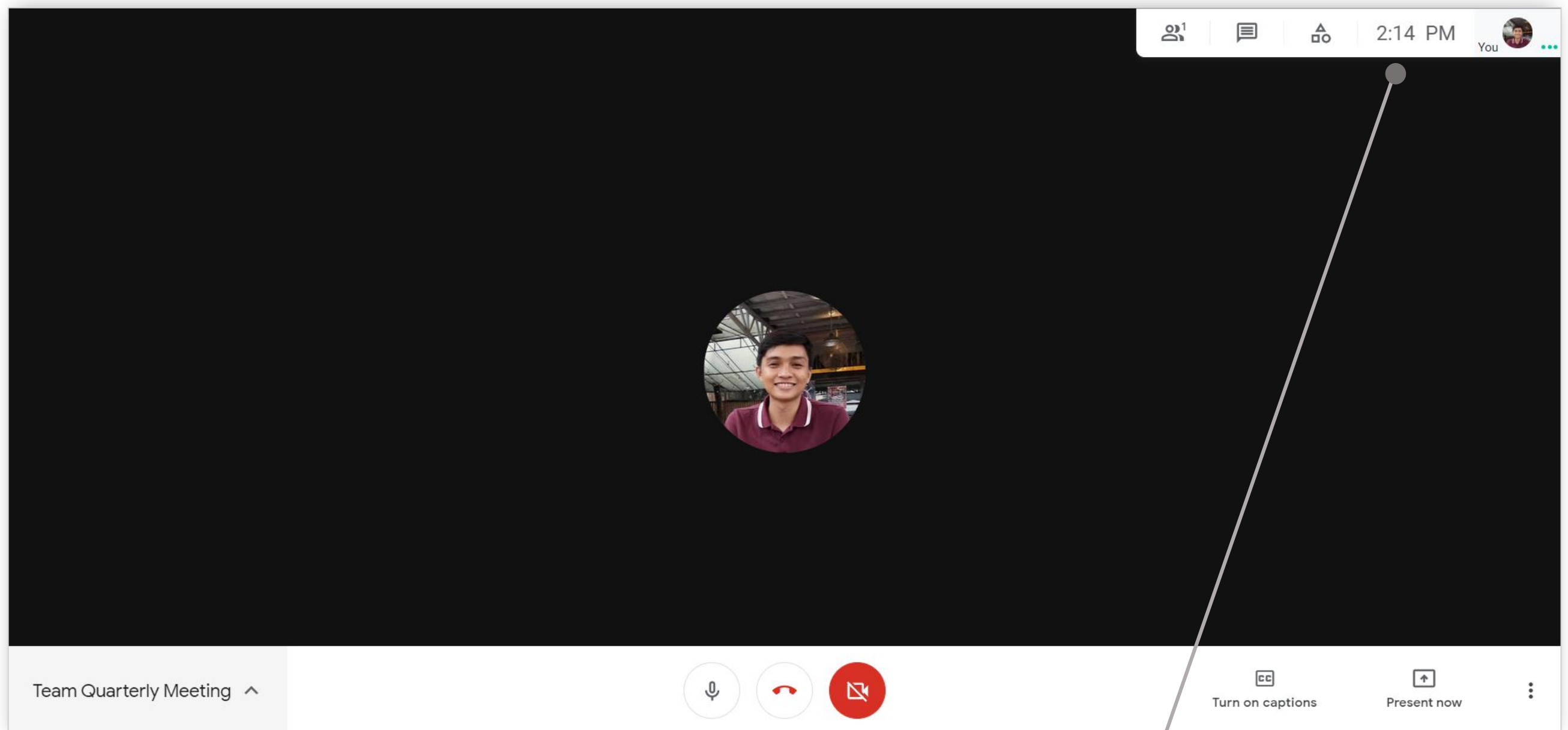
Don't forget to click on **Join now** to be able to proceed to the actual meeting window and see the presentation.

How to start a Meeting?
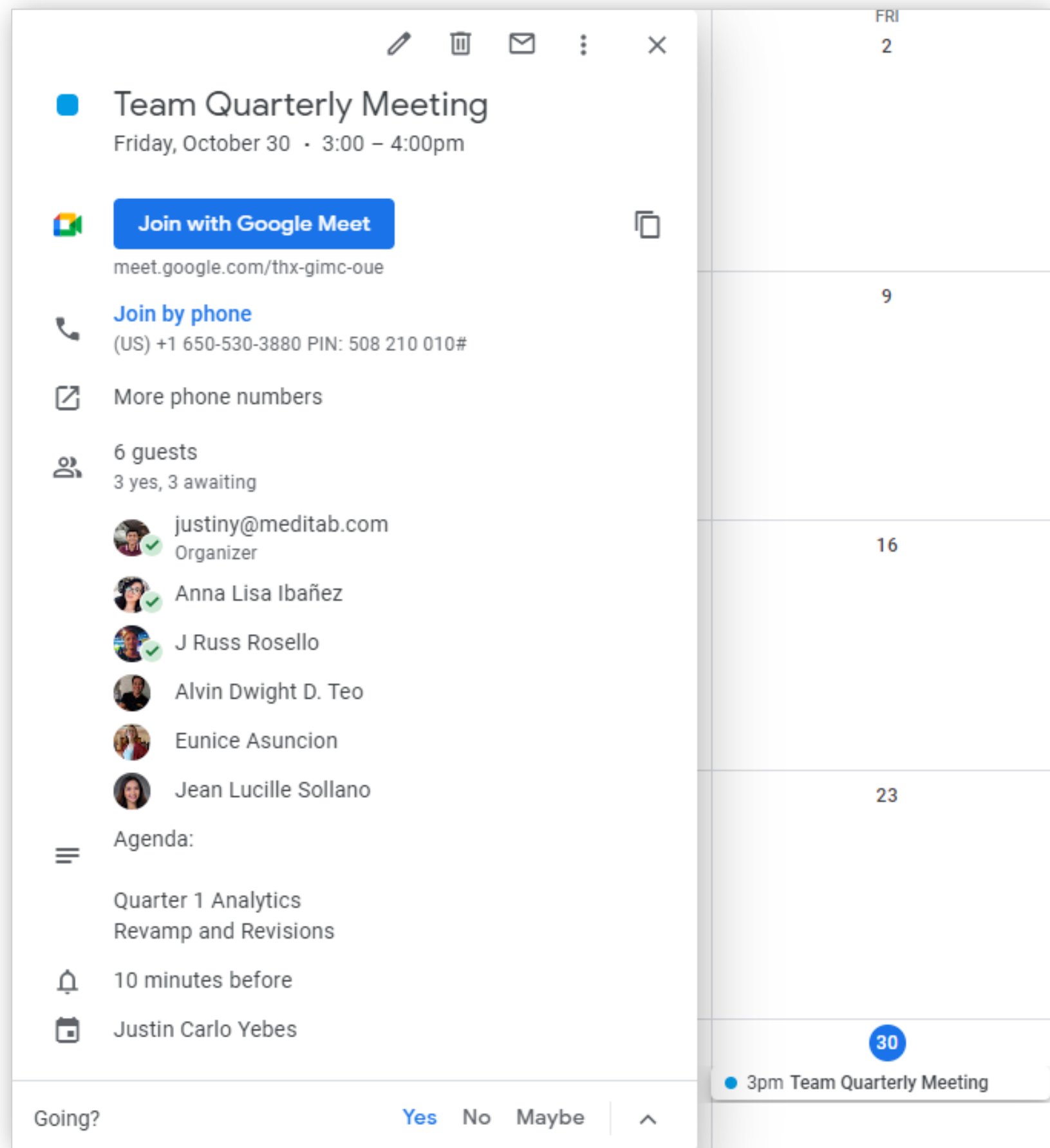
As the organizer, one should know how to start the meeting. To do this, Go to the Google Calendar entry of that scheduled meeting and then click **Join with Google Meet** to proceed to the Google Meet window.
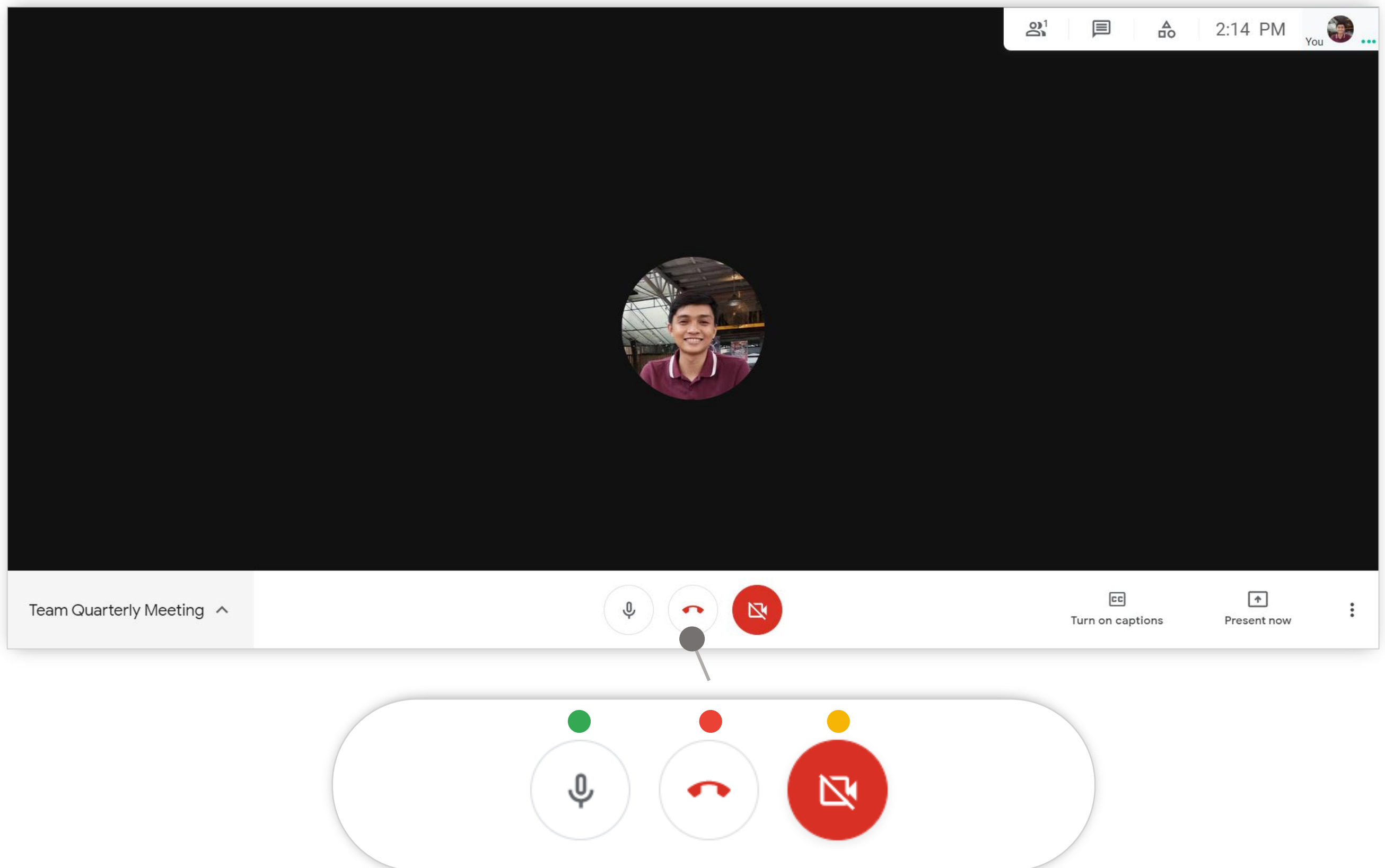
In the Meeting

Attendees Tab – Where you can see the full list of names of the attendees of the meeting

Chat Tab – Access the Chat window for the meeting.

Widgets Tab – Where you can see the question asked by attendees. You can also create polls in this tab.
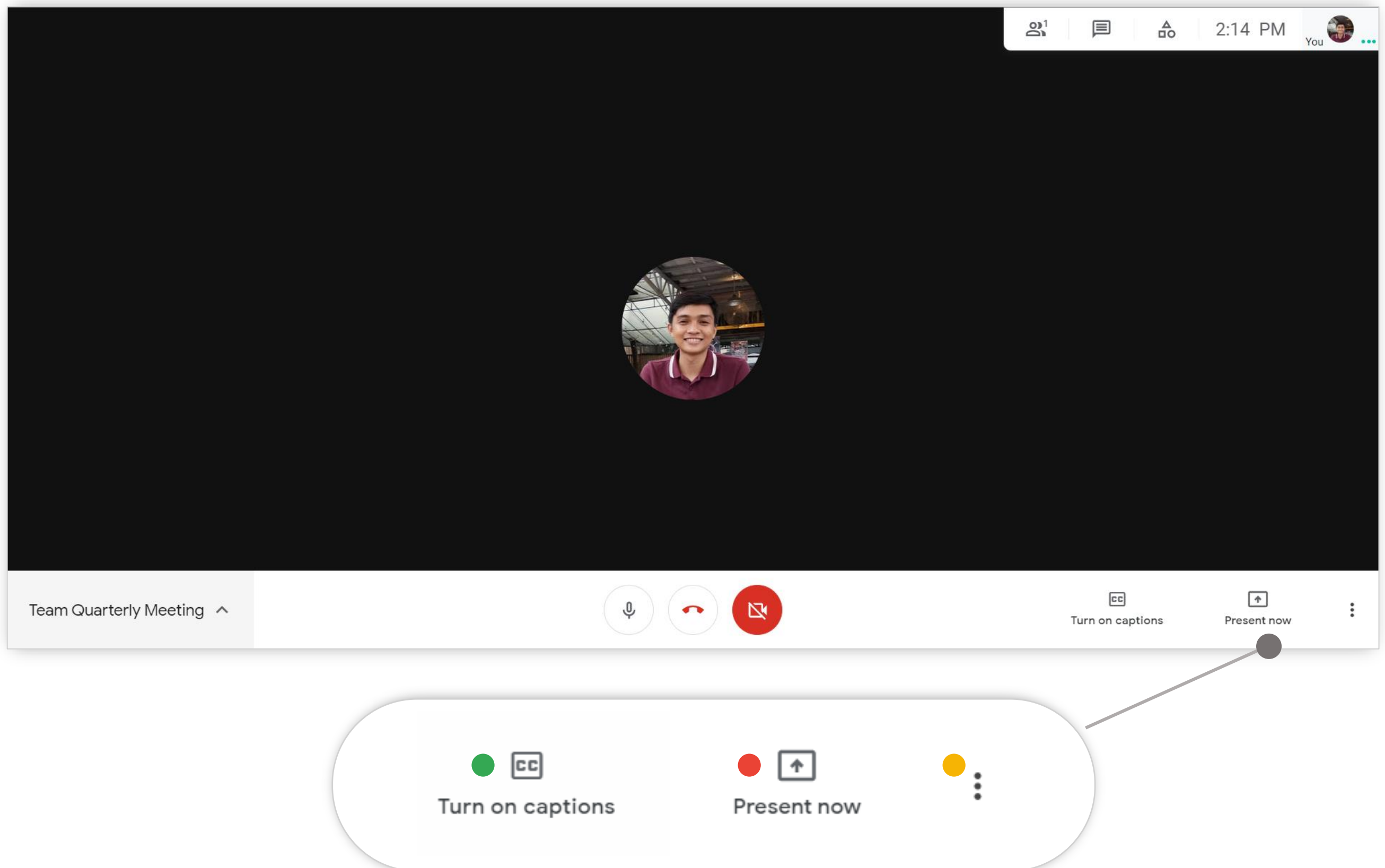
In the Meeting

Mute/Unmute button – Enable or Disable your microphone audio in the meeting

Leave Meeting – Used to exit from the meeting. Leaving the meeting as an Organizer will end the meeting for everyone.

Enable/Disable Video – Used to turn on or off the video feed of your computer's camera in the meeting.
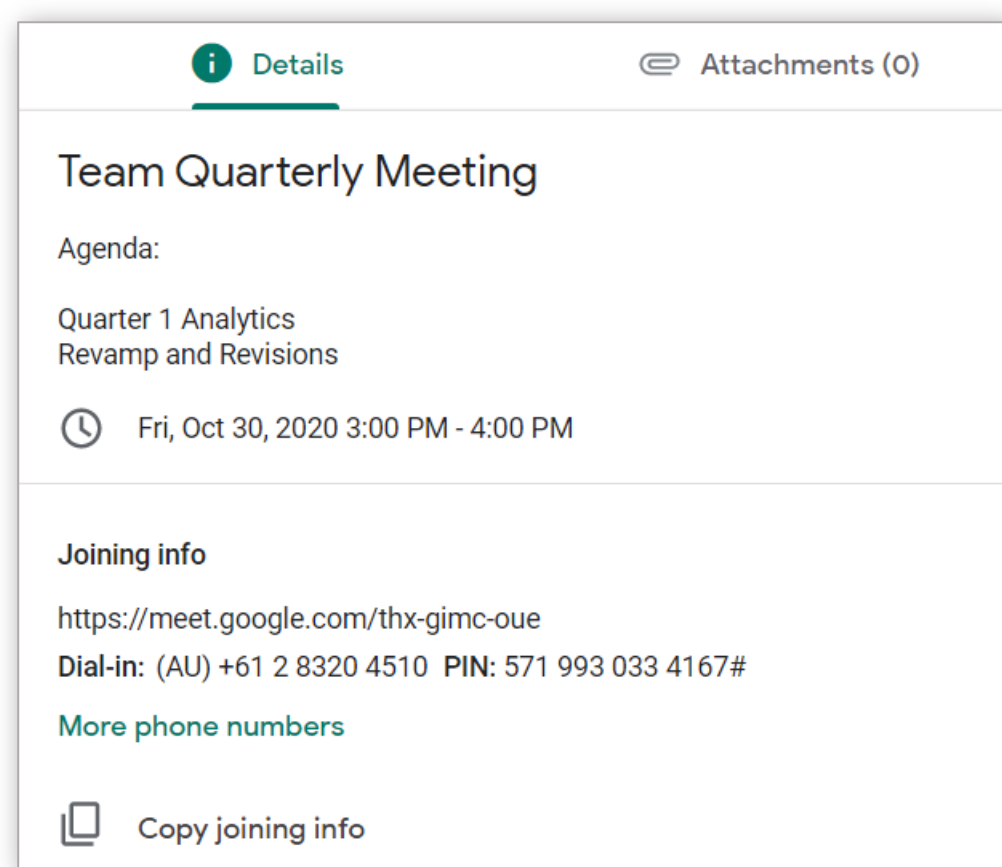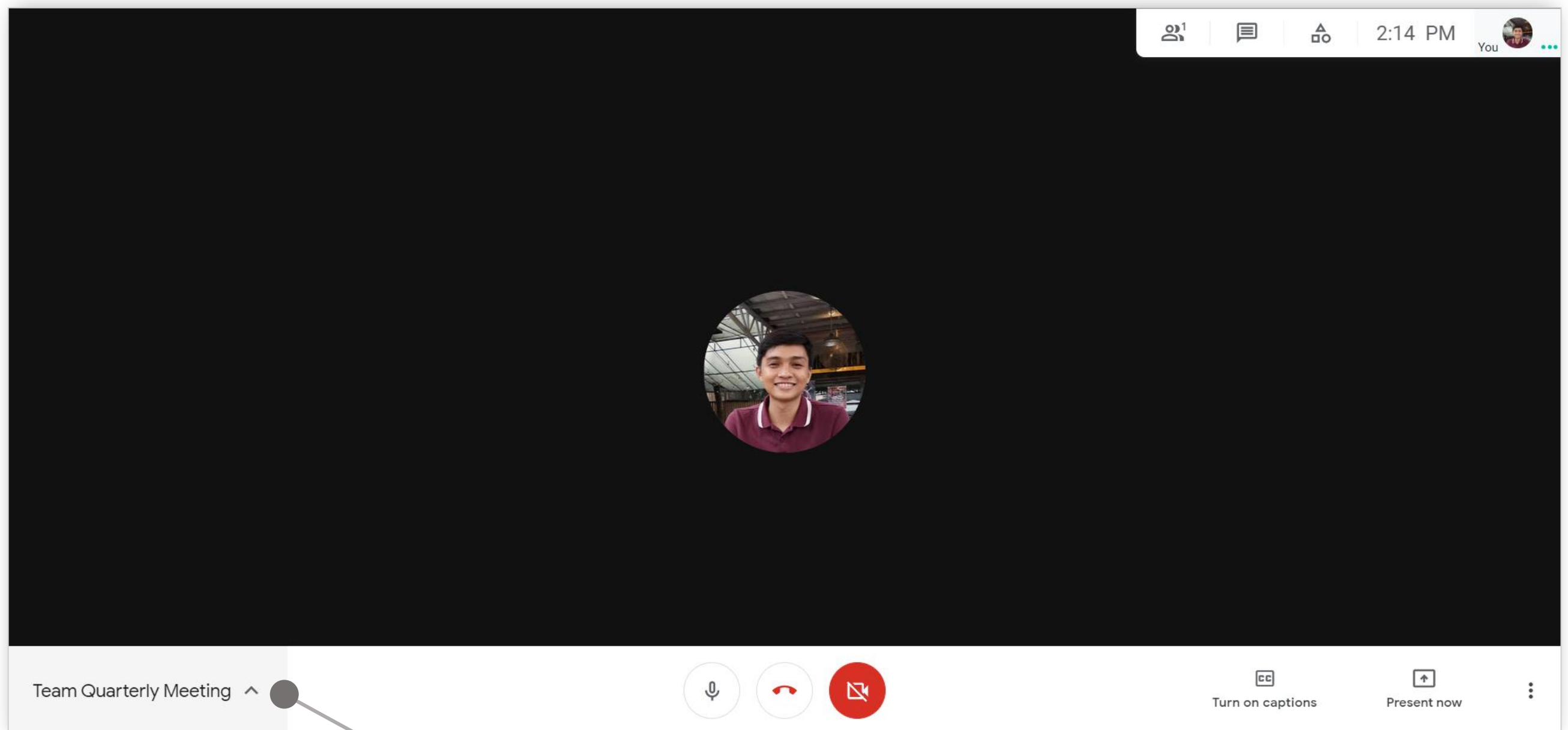
In the Meeting

Turn on Captions – Used to turn automatic captions for the audio on screen. Only works for English words.

Present Now – Used to present a Chrome tab, a window, or an entire screen in one's computer.

Settings – Used to access certain settings. This is also where you can **Record** the meeting and **Blur your Background.**

In the Meeting

This is where you can access information about the meeting. You can copy the **Meeting Link** from this window if you want to invite another person to the meeting.

All about Meetings

with Google Calendar and Meet

End