

How to Schedule a Google Meet: A Step-by-Step Guide

Here's how to create a Google Meet session for your team.

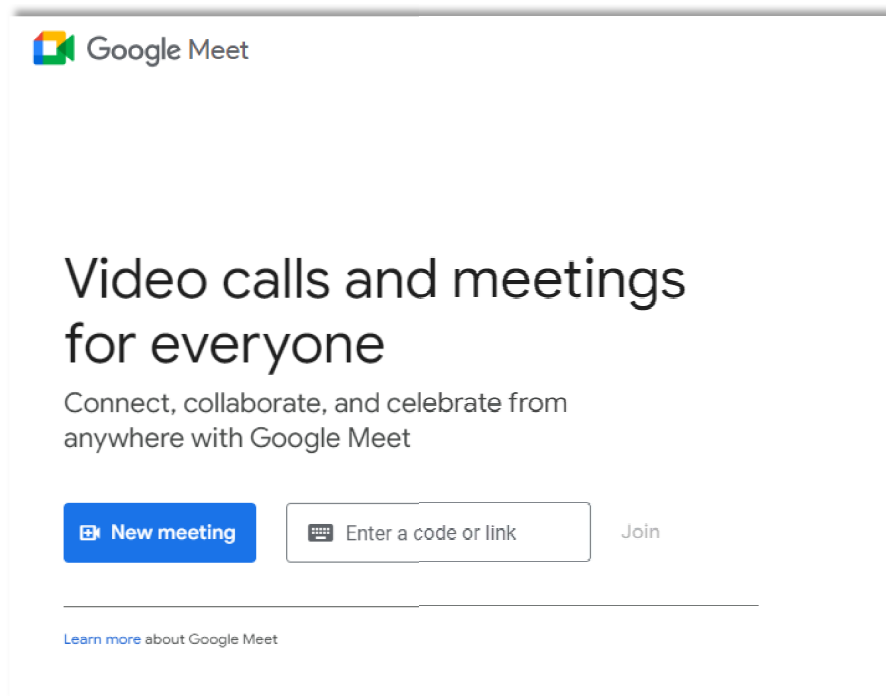
Step 1: Go to Google Meet

Visit www.meet.google.com to access the Google Meet homepage and schedule a meeting.

Step 2: Click "New Meeting"

Click on the "**New Meeting**" button on the home page.

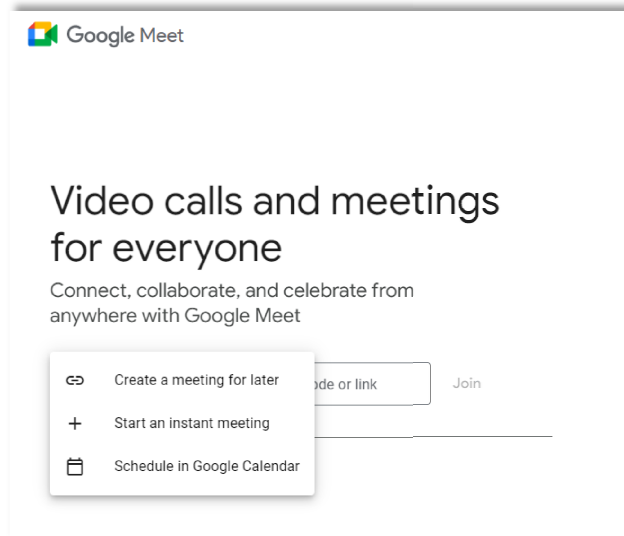
You may need to sign into your Google account first, or create one if you don't have one.



Click 'New Meeting' on the Homepage.

Step 3: Choose "Schedule in Google Calendar"

After clicking on the button, you will be given three choices: Create a meeting for later, Start an instant meeting, and schedule in Google Calendar. Choose the last option to schedule a meeting for later.



Click "Schedule in Google Calendar" to set up the meeting.

Step 4: Fill Out the Meeting Details

Complete the meeting form by entering the title, selecting the date, time, and duration, and specifying if it's a one-time or recurring event. Add a description, invite guests, and include any additional details.

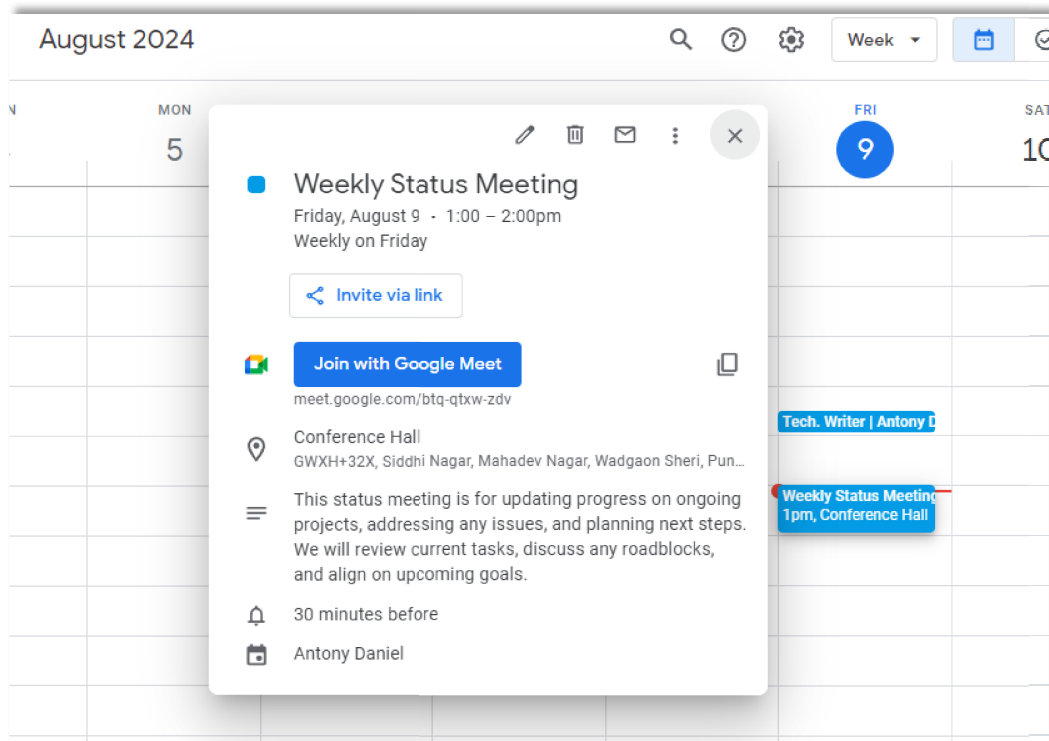
Click **"Save"** to generate a Google Meet link and phone number automatically.

A screenshot of the Google Meet 'Weekly Status Meeting' form. The title 'Weekly Status Meeting' is at the top left, with a 'Save' button and 'More actions' dropdown to its right. Below the title, the date and time are set to 'Aug 9, 2024, 1:00pm to 2:00pm' on 'Aug 9, 2024' in '(GMT+05:30) India Standard Time - Kolkata'. A dropdown menu shows 'All day' and 'Weekly on Friday'. The 'Event details' tab is active, showing a 'Join with Google Meet' button, a meeting link 'meet.google.com/btq-qtxw-zdv', and a location 'Conference Hall, GWXH+32X, Siddhi Nagar, Mahadev Nagar, Wadgaon Sheri, Pune, Maharashtra'. Notification settings are set to 'Notification' at '30 minutes'. The organizer is 'Antony Daniel'. The 'Guests' tab is also visible, showing 'Add guests' and 'Guest permissions' with checkboxes for 'Modify event', 'Invite others', and 'See guest list'. A rich text editor is at the bottom with a description: 'This status meeting is for updating progress on ongoing projects, addressing any issues, and planning next steps. We will review current tasks, discuss any roadblocks, and align on...'

Enter the meeting details and click "Save."

Step 5: Click "Join with Google Meet"

After saving the meeting, it will appear on your calendar. At the scheduled time, click the calendar entry and then the blue **"Join with Google Meet"** button.



Click the blue "Join with Google Meet" button to join the meeting.