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Amud Reddy  
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## Q. 2. 3+0=3

Q2) A)

- 1) Click on google meet.
- 2) Click on new meeting.
- 3) Select the option: create meeting for later.
- 4) To share the meeting details, copy the meeting link & share it with the participants.
- 5) To start an instant meeting select the option: create a new meeting & join the meeting directly.

Note: Workspace essentials users cant schedule a meeting in google calendar.

3