Schedule a video meeting in Calendar

Create a new event with a video meeting

When you add a guest to an event, a video meeting link and dial-in number are added automatically. Alternatively, you can click Add conferencing.

Note: Guests can forward the meeting link to other people. If someone tries to join who was not invited to the Calendar event, a meeting participant from your organization must accept their request.

1. Go to Google Calendar and create an event.
2. On the Guests tab, click Add guests and enter the email addresses.
3. Click Save.
4. Click Send to send the invites.

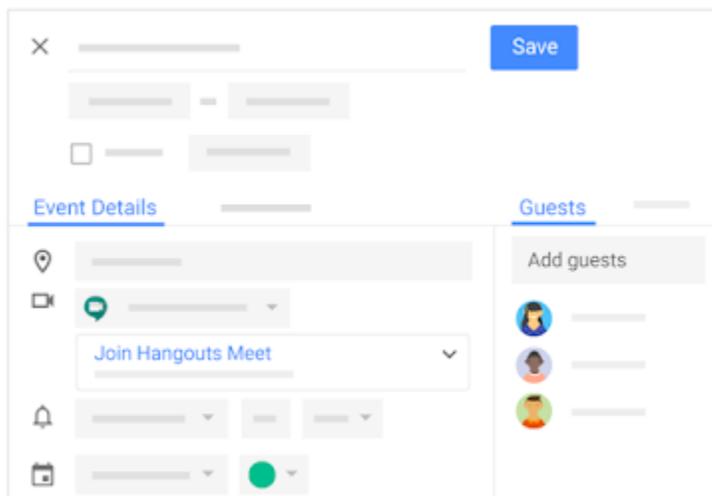Guests receive an email with the event information and a link to the video meeting.

Copy an existing video meeting from one event to another

You can use the same Meet conference details to schedule Calendar events.

1. In Calendar, open an event that has a conference call in edit mode.
2. Next to Join Hangouts Meet, click the Down arrow ∨ .
3. Next to Meeting ID, click Edit ✏ and paste or type an existing Meet URL.

   Note: You can only paste a Meet link (not a classic Hangouts link) from another Calendar event.
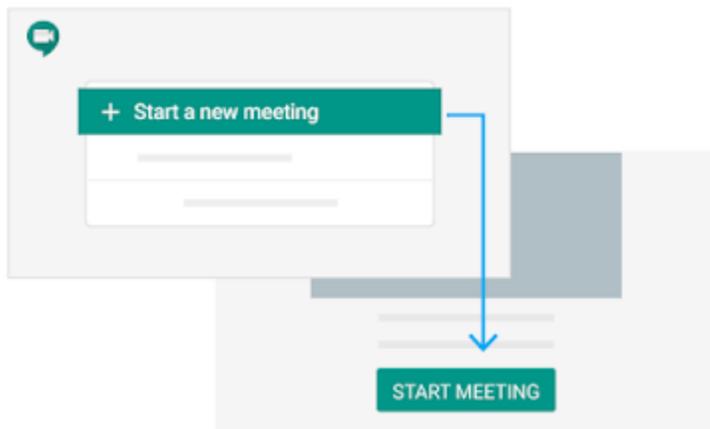
4. Click Save.

Start a video meeting from Meet

If you need a quick answer from a team member, you can start an instant meeting in a web browser. If someone sends you a meeting link URL, simply click the link to join the call.

Note: You can send the meeting link to people outside of your organization, but someone from within your organization needs to give them access to the video meeting.

1. In a web browser, enter https://meet.google.com.
2. Click Start a new meeting > Start meeting.
3. To add someone to a meeting, choose an option:

    *   Click Copy and paste the meeting details into an email or another app.
    *   Click Add people and choose an option:
        *   Under the Invite section, enter an email address and click Send invite.
        *   Under the Call section, enter a phone number and press Call.

Start a video meeting from Gmail

1. Open Gmail.
2. At the bottom left, click Sign in (if you aren't already signed in to Hangouts).
3. To search for a contact, click Add + and enter the person's details.
4. Click Video call.