

# Schedule Google Meets through Google Calendar



# Sign into your Google Suite account

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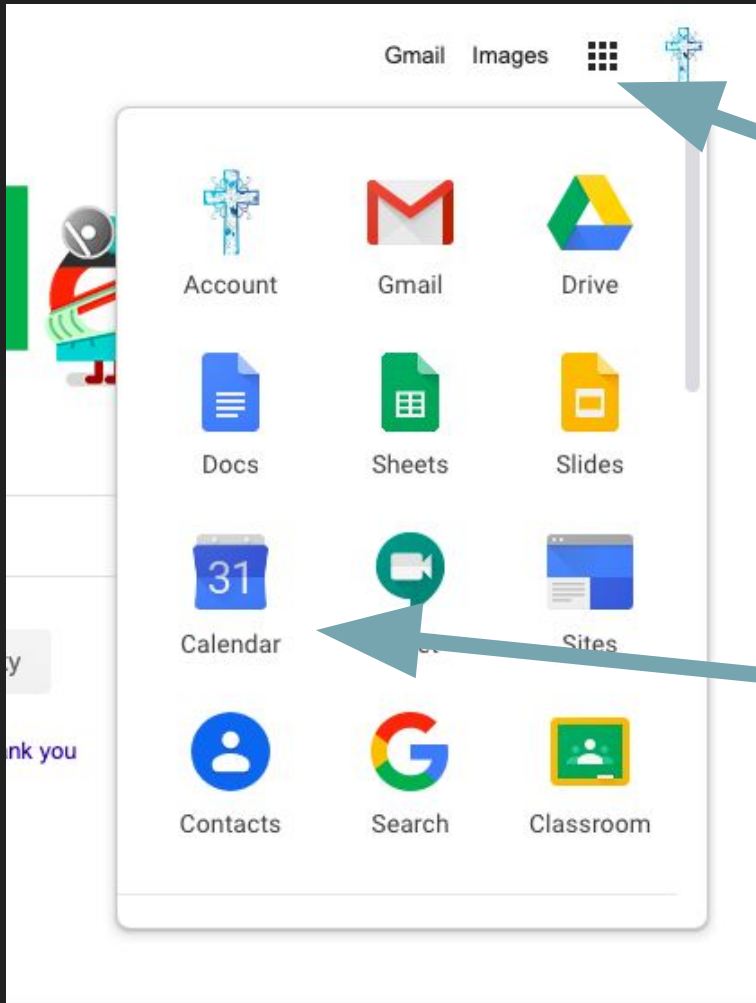


Google



Google Search

I'm Feeling Lucky



Click the matrix

Click Calendar



# Calendar



SUN

29

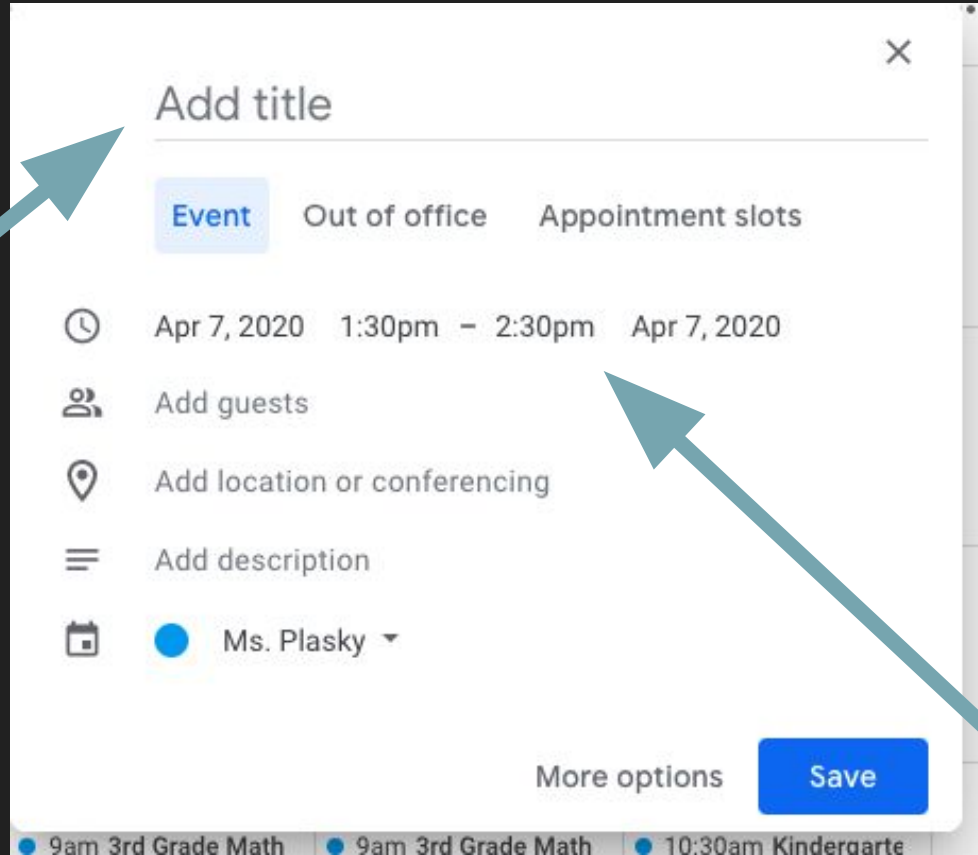
- 9am 3r
- 9:45am
- 7 more

5

- 8am Sprin
- 9am 3r

Click the plus sign to add a new event.

Add a  
title

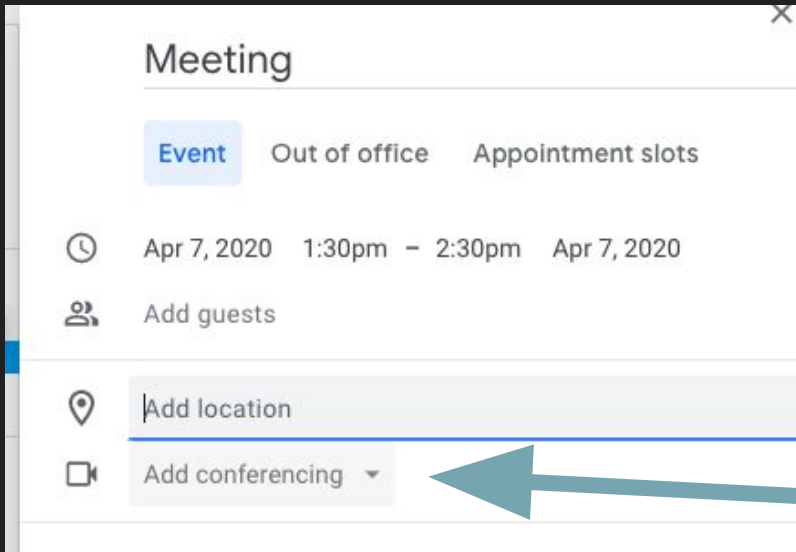
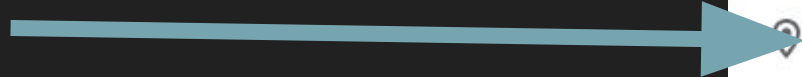
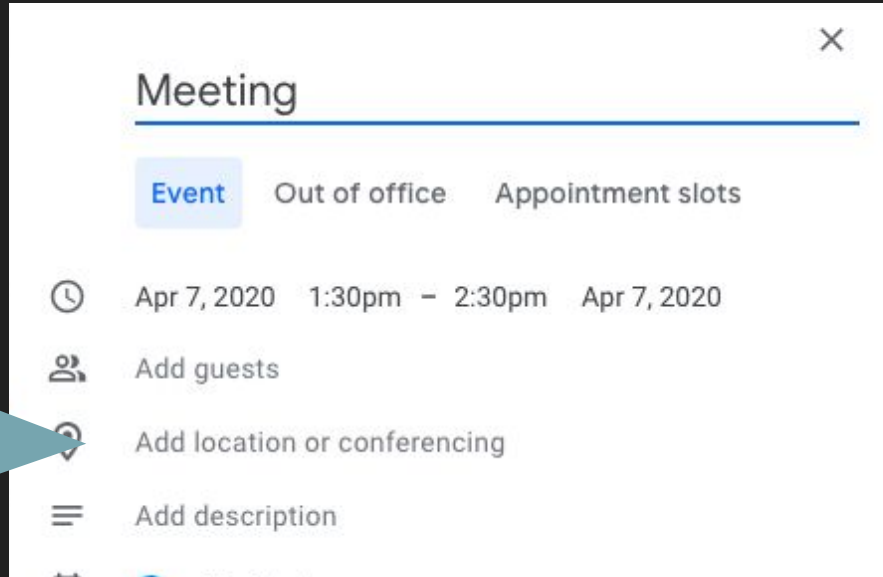


The image shows a screenshot of a calendar event creation interface. At the top, there is a text input field labeled "Add title" with a close button (X) to its right. Below this, there are three tabs: "Event" (which is selected and highlighted in blue), "Out of office", and "Appointment slots". The event details section includes a clock icon followed by the text "Apr 7, 2020 1:30pm - 2:30pm Apr 7, 2020". Below this are three rows of options, each with an icon and text: a person icon for "Add guests", a location pin icon for "Add location or conferencing", and a list icon for "Add description". At the bottom left, there is a calendar icon followed by a blue circle and the text "Ms. Plasky" with a dropdown arrow. At the bottom right, there is a "More options" link and a blue "Save" button. A teal arrow points from the text "Add a title" to the "Add title" input field. Another teal arrow points from the text "Define a date and time" to the date and time field.

Define a  
date and  
time

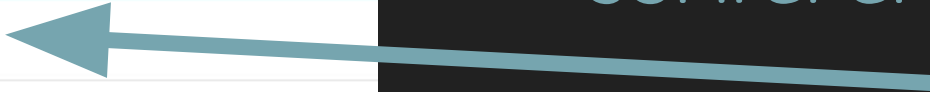
Click add location or conferencing

1



2

Click add conferencing



Click Hangouts  
Meet

Meeting ✕

**Event** Out of office Appointment slots

🕒 Apr 7, 2020 1:30pm - 2:30pm Apr 7, 2020

👤 Add guests

📍 Add location

📺 Add conferencing ▾

- ☰
- 📅

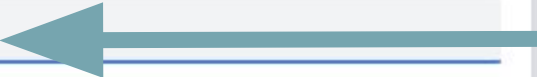
- 🗨️ Hangouts Meet  
Up to 250 participants
- 📺 Zoom Meeting

More options Save


Meeting ✕



**Event** Out of office Appointment slots


🕒 Apr 7, 2020 1:30pm – 2:30pm Apr 7, 2020

👤 Add guests 

[See guest availability](#)


 lplasky@smsmilford.com  
Organizer

 McCaffrey, Laura \* 

\* Calendar cannot be shown 

📍 Add location

[Join Hangouts Meet](#)

 meet.google.com/mvf-kddv-pvb ⌵ ✕

More options [Save](#)

You can add guests by typing their email into the “Add guests” line.

This will send guests an email to alert them of the meeting and it will appear on their Google Meet homepage.



**Event** Out of office Appointment slots

🕒 Apr 7, 2020 1:30pm - 2:30pm Apr 7, 2020

👤 Add guests

🏥 lplasky@smsmilford.com  
Organizer

📍 Add location

📺 **Join Hangouts Meet**  
meet.google.com/mvf-kddv-pvb  
Up to 250 participants ?

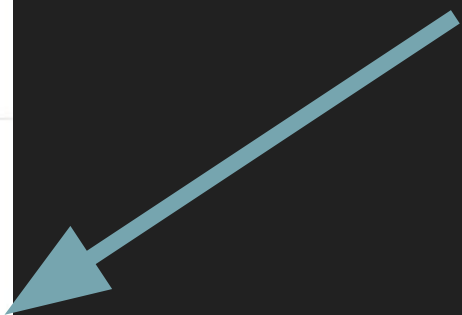
☰ Add description

📅 ● Ms. Plasky ▾

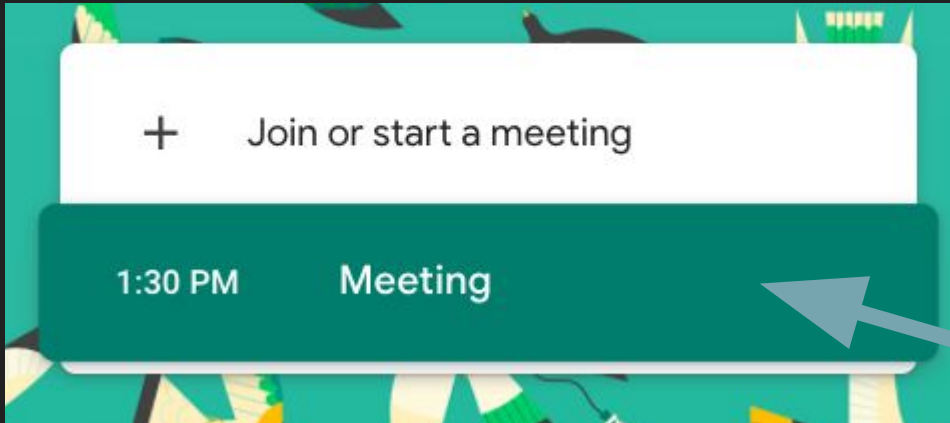
More options **Save**

Once you have finalized all your meeting details.

Click "Save"



If you invited guests to your meeting. It will appear on their Google Meet homepage on the day of the scheduled meeting.



Guests will click on their meeting

# Meeting

No one else is here

Join now



Present

Other options



Join and use a phone for audio

Click "Join now"