G Suite Learning Center

English
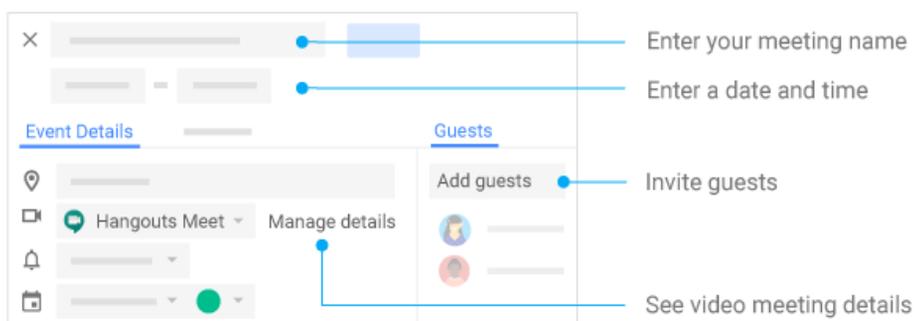
Hangouts Meet Cheat Sheet

Hold video meetings worldwide with several people at once.

Join impromptu meetings on the go, virtual training classes around the world, remote interviews, and much more.
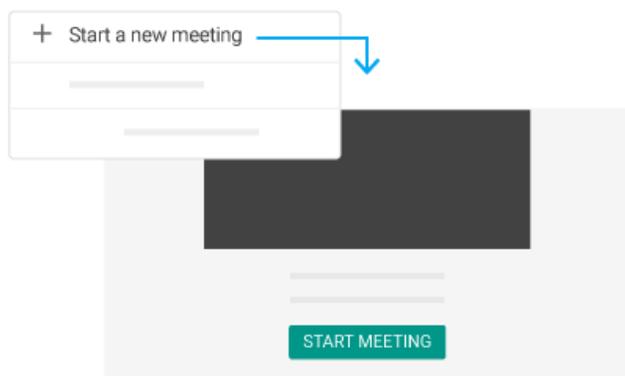
1

Schedule a video meeting from Calendar.
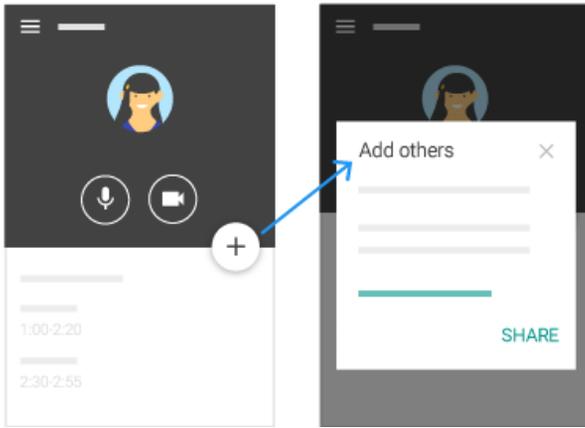
Go to Google Calendar and create an event.

2

Start a video meeting.

Enter https://meet.google.com in Chrome Browser.

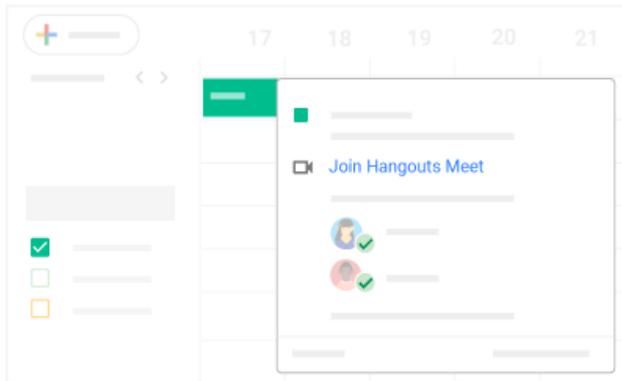Open the Meet app on your Android (Play Store) or iOS® (App Store) mobile device.
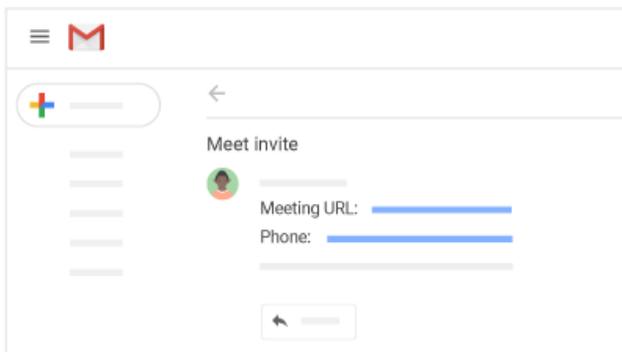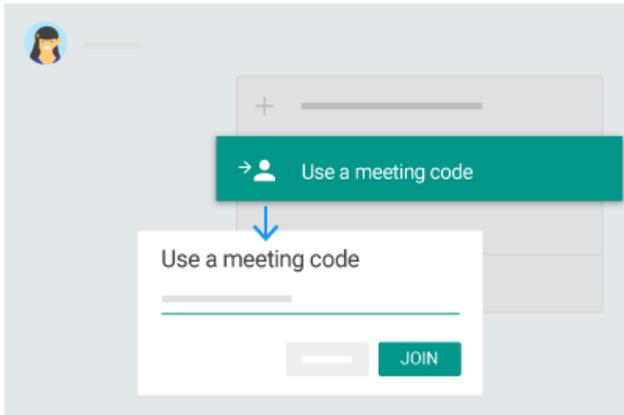
3

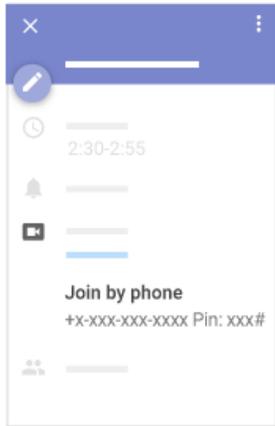**Join a video meeting.**

In Calendar, click the event you want to join.

Click the Meet meeting link in a text or email.

In Meet, join a scheduled meeting or use a meeting code.

Open the Calendar event or meeting invite to dial in to a meeting from a phone.

Open the Calendar event or meeting invite. Click **More joining options** to join from a third-party conferencing system.

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