

Google Meet

Schedule a Video Meeting

1

Start or schedule a video meeting

1. Go to <https://meet.google.com>
2. Click **New Meeting**.
3. Select an option:
 - **Create a meeting for later:** To share the meeting details for a future meeting, copy the meeting link and share with participants. To directly start the meeting with this link, paste the link into a browser; or enter the link into the “Enter a code or link” field > click **Join**.
 - **Start an instant meeting:** Create a new meeting and join the meeting directly.
 - **Schedule in Google Calendar:** To schedule a meeting, you’re directed to Google Calendar.
Tip: Google Workspace Essentials users can't schedule a meeting in Google Calendar

2

Schedule a meeting from Google Calendar

When you create an event on Google Calendar, you can add a video meeting link.

- **Google Workspace users:** You can also add a dial-in number to the Calendar event.
- **Google Workspace Essentials users:** You can't schedule a meeting in Google Calendar.
Important: Guests can forward the meeting link to other people. If an uninvited person tries to join, a meeting participant from your organization must accept their request. For meetings organized by a personal Google Account, only the meeting creator can admit these participants.

In Calendar, create an event.

1. Click **Add guests**.
2. Enter the names or email of the people you want to invite.
3. Click **Save**.
4. To notify guests, click **Send**.