Grow with Google

Learn the Basics of Google Meet

Stay connected even from a distance
with Google Meet. Follow these steps to start having
online meetings with coworkers, friends, and family.

Get started

1. **Sign into your Google Account.** Or create a new account at accounts.google.com.

2. Open the **Apps Menu** and click on **Google Meet**.

Schedule a meeting

1. Click **New Meeting**, then **Schedule in Google Calendar**.

2. **Fill in meeting details** including date, time, guests, and a meeting description.

Start an instant meeting

1. Click **New Meeting**, then **Start an instant meeting**, you'll join automatically.

2. To invite people to a meeting, click **Add others**, or copy and **send the link**.

3. Another way to invite people is to click **Show everyone** at the bottom right, then **Add people**. Type in the email addresses of the people you want to invite, and then click **Send email**.

Join a meeting

1. If you receive an invite in an email, **open the email** and click **Join Call**.

2. If someone sends you a meeting code, **select and copy the code**. Then, **go to meet.google.com and paste the code** in the space that says Enter a code or link.

3. If the meeting was scheduled in advance with Google Calendar, click the **event in your calendar** > **Join with Google Meet**.

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Chat in the meeting

1. Click the **Chat** button.

2. **Type your message**.

3. Click **Send**.

Present your screen

1. Click **Present Now**.

2. Choose **Your entire screen**, **a window**, or **a tab**.

Look and sound your best

- Choose an appropriate background.
- Turn self-view on or off.
- Use headphones.
- Mute yourself.
- Turn on closed captions.

Deal with slow internet

- **Click Options** > **Settings** > **Video**, and **choose a lower video resolution**.
- If this does not improve your connection, consider turning off your video by clicking the **Video** button.

Additional resources from Grow with Google

Google Career Certificates
grow.google/certificates

Prepare for a new career in six months or less with professional training designed by Google. Learn at your own pace and get a certificate to help you stand out to employers.

YouTube Channel
YouTube.com/GrowWithGoogle

Subscribe to the Grow with Google YouTube Channel for expert tips to grow your skills, career, or business.

For additional resources check out google.com/grow