## Creating Google Meet Invite in Google Calendar

25 Calendar

March 2020

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1. Click on the waffle and select GOOGLE CALENDAR.

2. Click on the time slot you want for your appointment.



9. Click INVITE EXTERNAL GUESTS

Guests from outsic	de your organi:	zation
The following guests a phjhenglish@gmail.co them?	are from outside m. Are you sure y	your organization: you would like to invite
C	ontinue editing	Invite external guests

For additional help visit: <u>https://www.youtube.com/watch?v=vIemI\_L73ag</u>

## Accessing Your Google Meets



1. Click on waffle and select MEET app.



2. Click on your scheduled meeting



3. Click JOIN NOW

Parents can join meeting by:

- a) Clicking on link in the invitation email.
- b) Calling the number and inserting the code from the invitation email.

You have	been invited to the following event.	
Google M	eet Test	
Joining info	Join Hangouts Meet meet.google.com/thx-pajq-wnt Join by phone +1 319-435-9065 (PIN: 569682470)	ago <b>more details »</b>
Calendar Who Going ( <u>soda</u> )	socay@priss0144.com • coachoday@phesd144.com - organizer • soday@phesd144.com @phesd144.com)? Yes - Maybe - No more options:	2

- OR -

- 1. Click on waffle and open CALENDAR app.
- 2. Click on the appointment on your calendar.



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3. In the appointment, click on JOIN HANGOUTS MEET to access your meeting.

## **Google Meet Screen Diagram**

