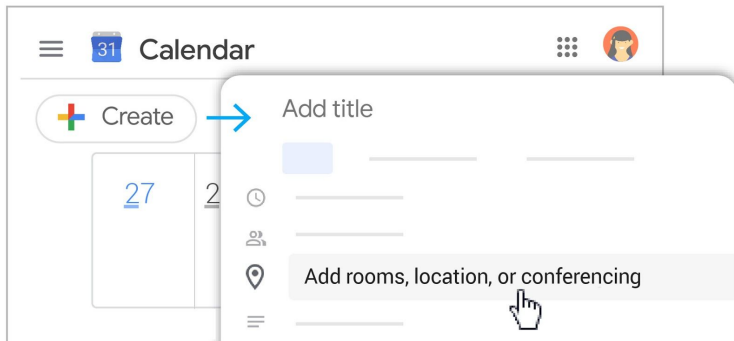# 🟢 Google Meet Quick Start

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

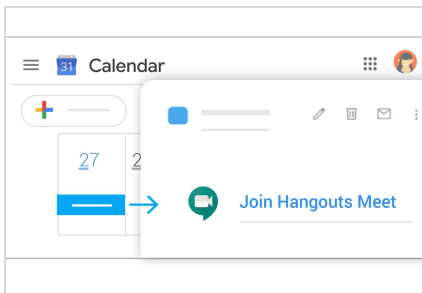## 1. Schedule a video meeting from Calendar.

1. In Calendar, click **Create** ➕ Create .
2. Add your event details and guests.
3. Click **Add rooms, location, or conferencing**.
4. Click **Save**.

See other ways to start a video meeting.
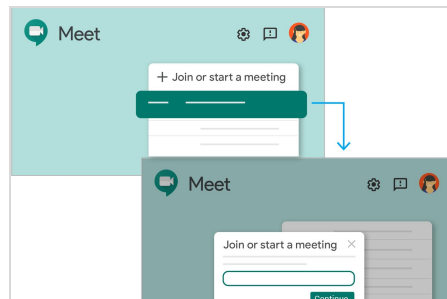
2. Ask participants to join your video meeting.

From Calendar:
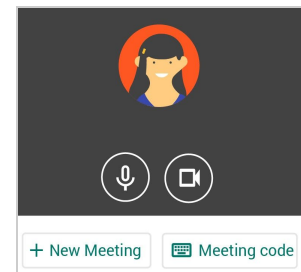
Click the event, then click **Join Hangouts Meet**.

From Meet:

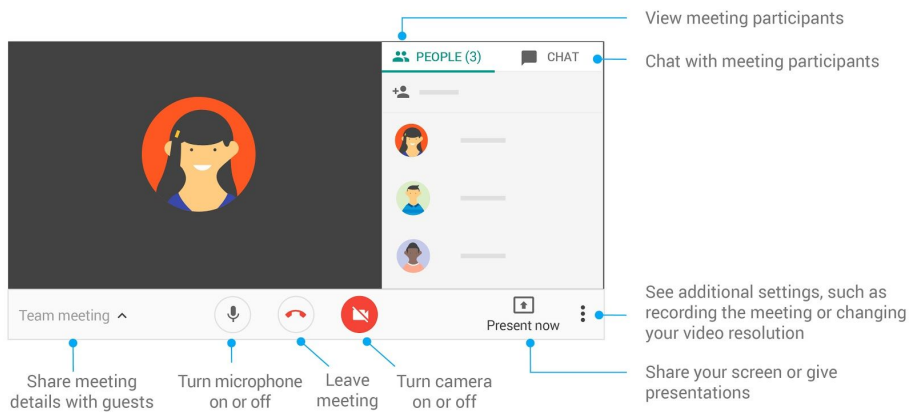Join a scheduled meeting or use a meeting code.

See other ways to join a video meeting.

From mobile devices:

Open the Meet app on Android or Apple® iOS® devices.

3. Customize your video settings and collaborate with your team.

View meeting participants

Chat with meeting participants

See additional settings, such as recording the meeting or changing your video resolution

Share your screen or give presentations

Share meeting details with guests

Turn microphone on or off

Leave meeting

Turn camera on or off

For more Hangouts Meet help and training resources, visit the G Suite Learning Center.