

# Google Meet - cheat sheet

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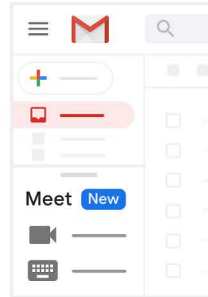
Hold video meetings, virtual training classes, remote interviews, and more.

Get Meet: [Web \(meet.google.com\)](#) , [Android](#) , or [iOS](#)

## 1. Schedule or start a video meeting

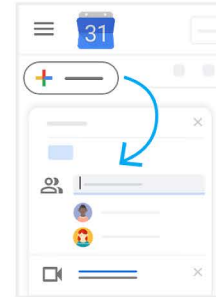
From **Gmail**:

1. In the sidebar, click **Start a meeting**.
2. Click **Join now** for a video meeting, or click **Join and use a phone for audio** for an audio-only meeting.



From **Calendar**:

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

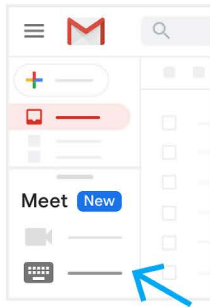


See other ways to [start a video meeting](#).

## 2. Join a video meeting

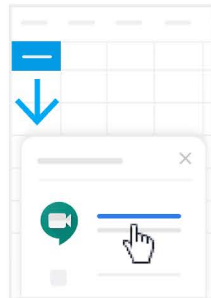
From **Gmail**:

In the sidebar, click **Join a meeting** and enter a meeting code.



From **Calendar**:

Click the event, then click **Join with Google Meet**.



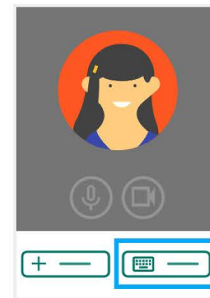
From **Meet**:

Join a scheduled meeting or use a meeting code.



From mobile devices:

Open the [Android](#) or [Apple® iOS®](#) Meet app.



See other ways to [join a video meeting](#).

## 3. Customize video settings, interact with participants, or share your screen

