Google Meet - cheat sheet

Want to get more out of Google apps at work or school? Sign up for a free Google Workspace trial

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

   - View meeting participants
   - Chat with meeting participants
   - Pin a participant
   - Remove a participant
   - See additional settings, such as recording the meeting, changing your video resolution, and changing layout

   - Share meeting details with guests
   - Turn microphone on or off
   - Leave meeting
   - Turn camera on or off
   - Share your screen or give presentations