

Google Meet Guides

Scheduling a meeting on Google Meet

An initiative by:



Faculty Development Program, Medical Education Unit, UCMS and GTB Hospital, Delhi

Not for sale

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STEP 2: Open your Gmail account

STEP 3: Click on the **'9 dot'** symbol on the **upper right** corner of the screen.

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STEP 4: This will open a screen shown below

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community medicine 9	🗌 👷 D 🛛 Tim Ferriss	New from Tim – Interview with Blake Mycoskie and Book Recommendations from An	Duo	Channing	

• This will open Google Calender as shown below

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STEP 6: Click on the date you want to schedule a meeting:

- FOR EG. 25 JULY 2020 (RED ARROW)
- This image also shows the time slots just adjacent to July 2020 calendar

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STEP 7: Click on any time slot

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S ^	4 PM -		0	Add location	
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Holidays in India	0.014				

STEP 8: Enter the topic of meeting/class and the time as follows

• FOR EG. TOPIC OF CLASS - STROKE FOR ROLL Nos 1-80, 2-4PM

≡ 22 Calendar	Today	< > 25 July	2020		Q (?)	(i)	Day 👻	***	S
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snivani singh	4 PM -		0	Add location				-	
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• ENTER THE TIME SLOT FOR THE MEETING AS 2-4PM

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ther calendars + ^	7 PM -	Shivani singh Busy - Default visibility - Notify 30 minutes before	
Holidays in India	8 PM	More options Save	



 After selecting the time slot, click on add Google Meet video conferencing option

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- Join with Google Meet option will appear.
- The link for this scheduled meeting can be copied as shown below.

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≡ 22 Calendar	Today	< > 25 July 20	20	×	Q ⑦ 🔅 Day - 🗰	S
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- By clicking on this icon, you can copy and send it to invite participants via Gmail or WhatsApp etc.
- You can also copy the link in your monthly/weekly roster
- At last, click on save option (red arrow.
- The scheduled class gets added in your google calendar and will remind you as per timings set. For E.g. Here it is 30 minutes (underlined)

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