Google Meet Guides

Scheduling a meeting on Google Meet

An initiative by:

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Not for sale

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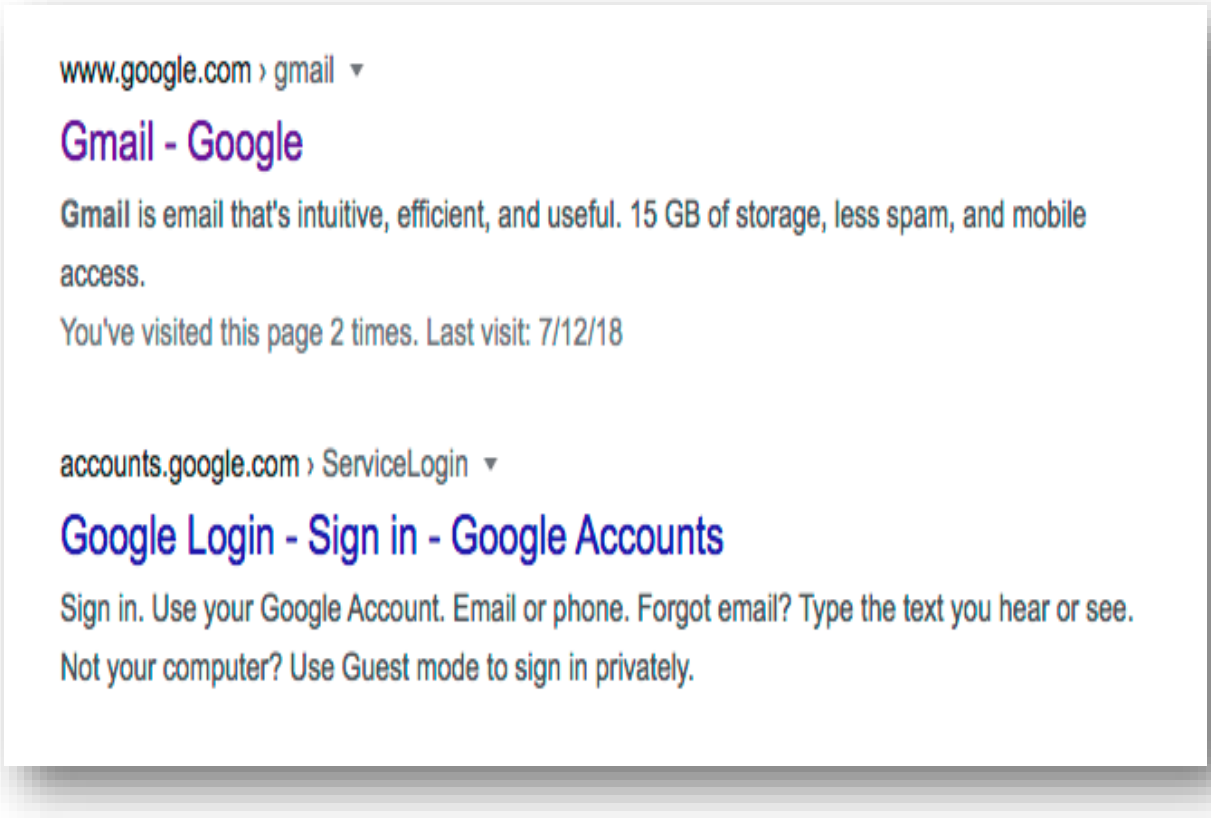
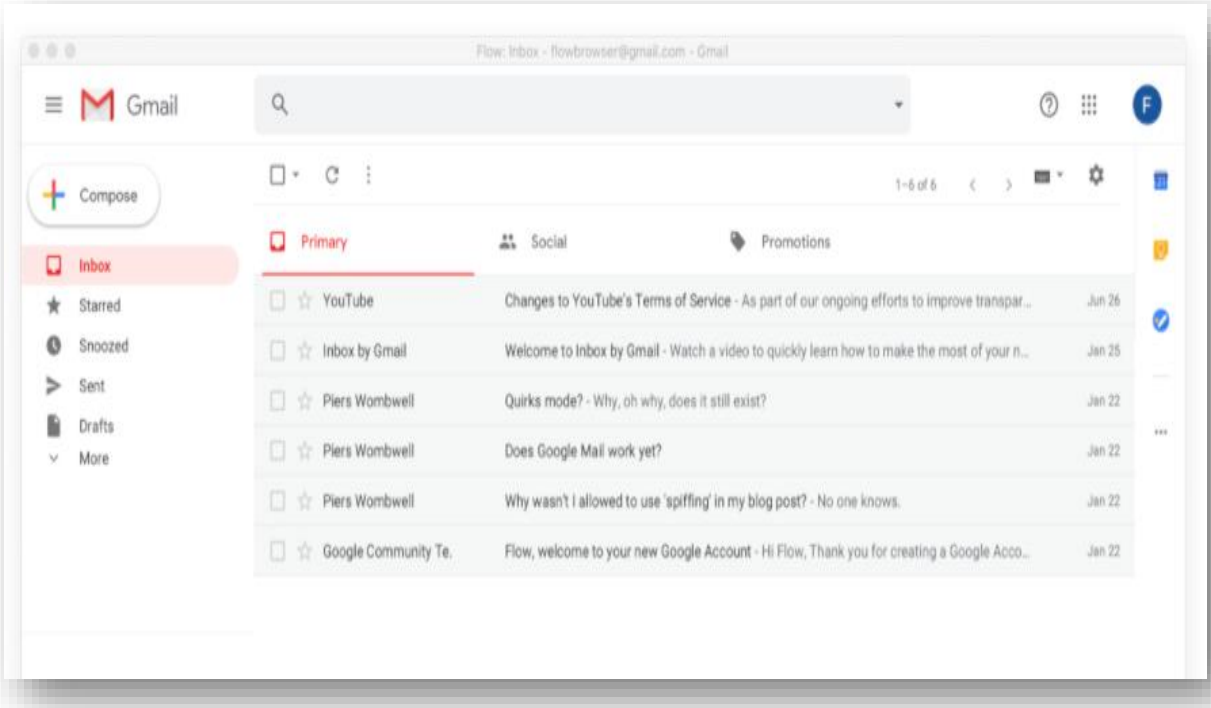
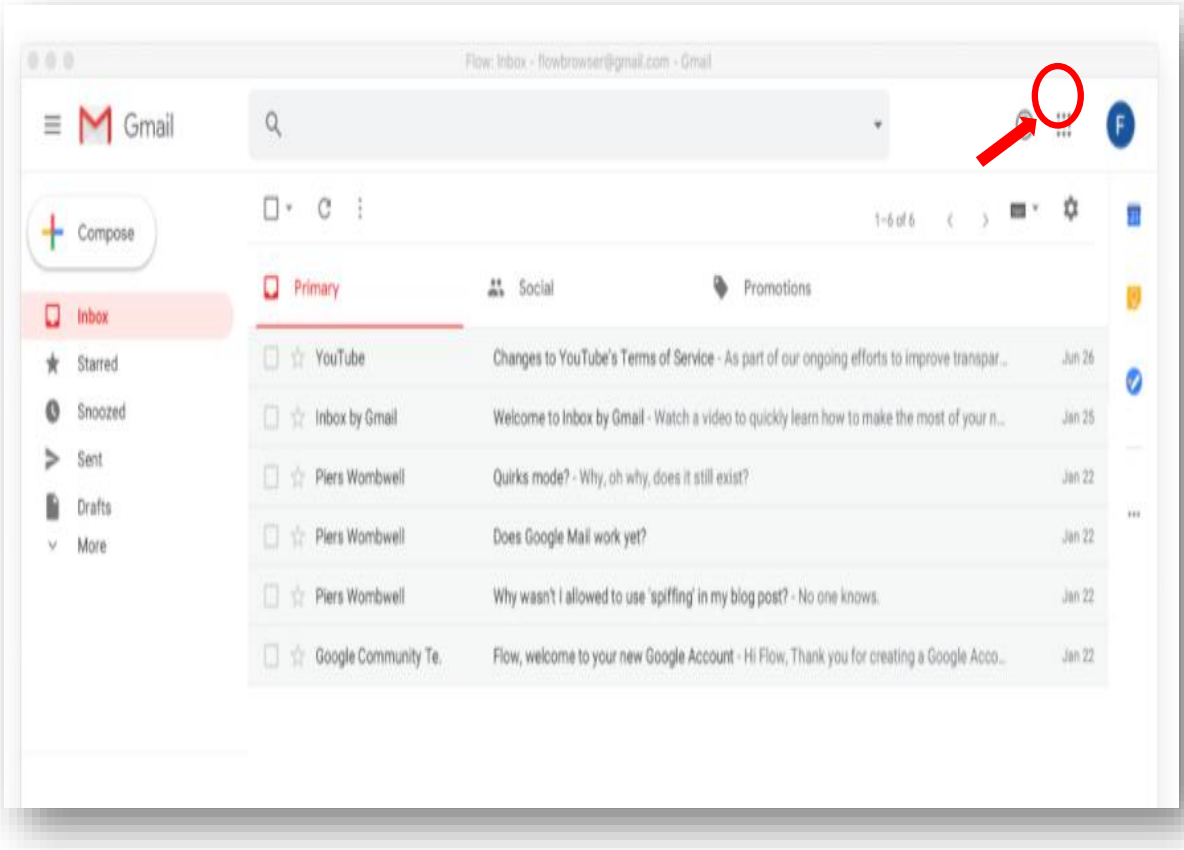
STEP 1: Create/ login to a Gmail account



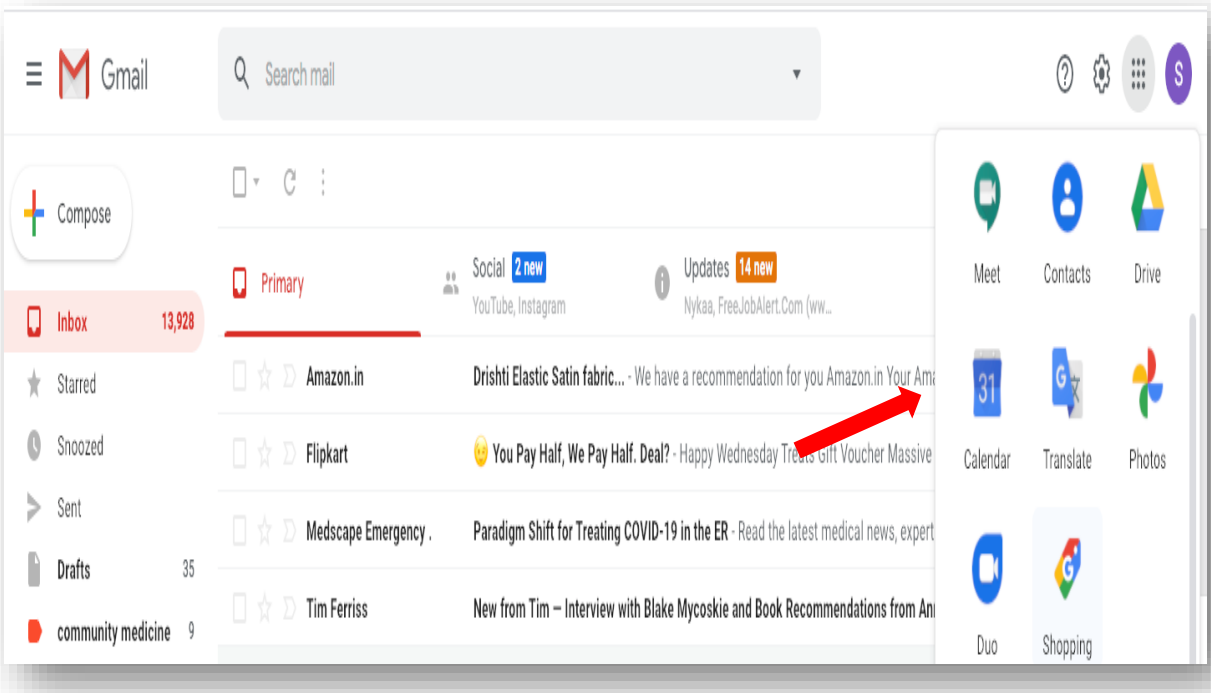
STEP 2: Open your Gmail account



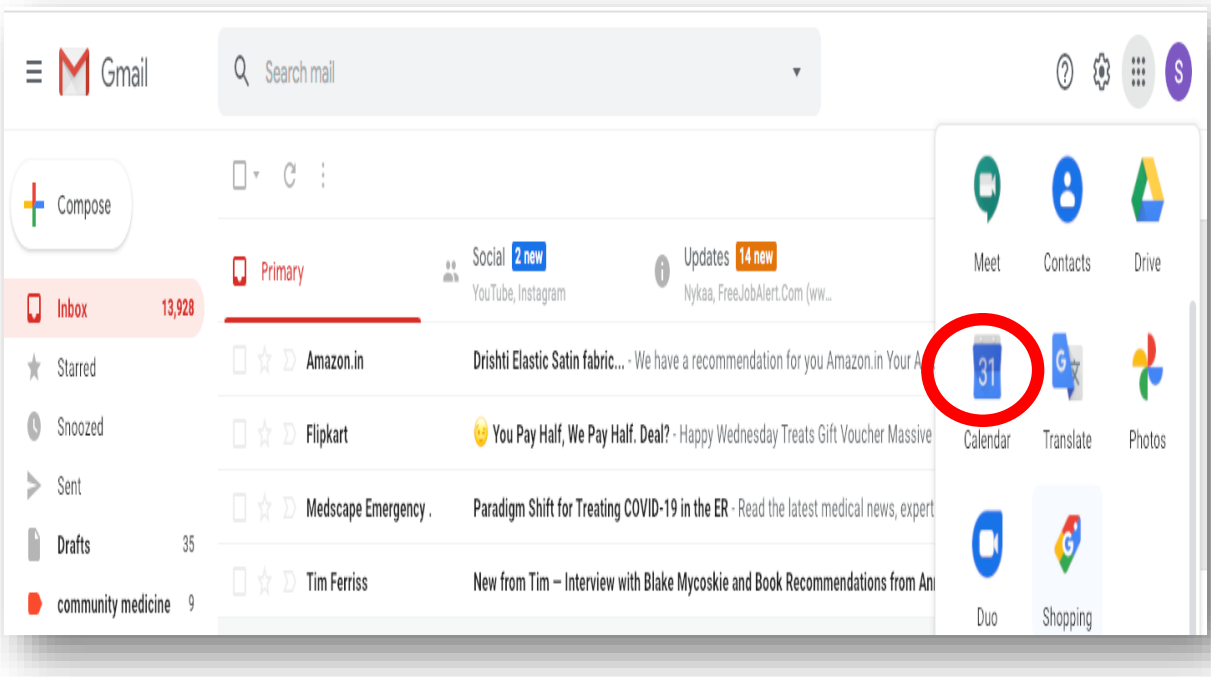
STEP 3: Click on the **'9 dot'** symbol on the **upper right** corner of the screen.



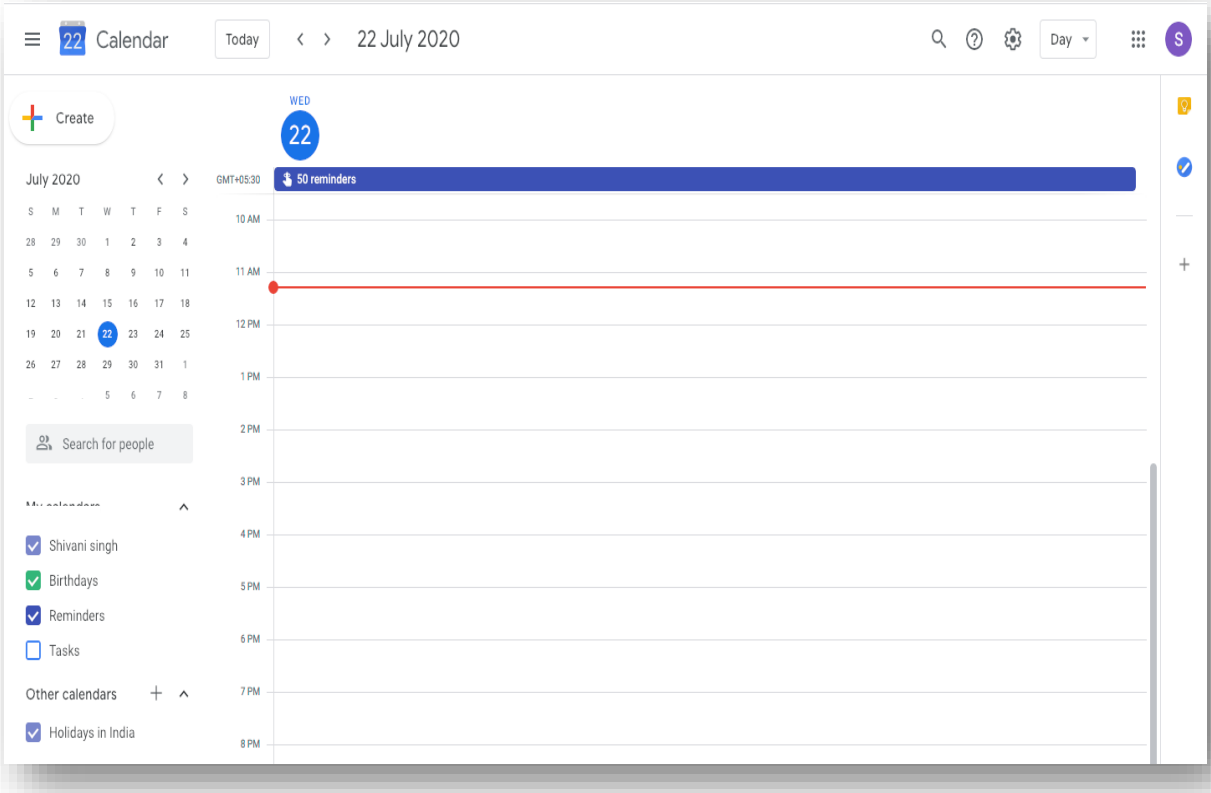
STEP 4: This will open a screen shown below



STEP 5: Click on **'Calendar'** icon

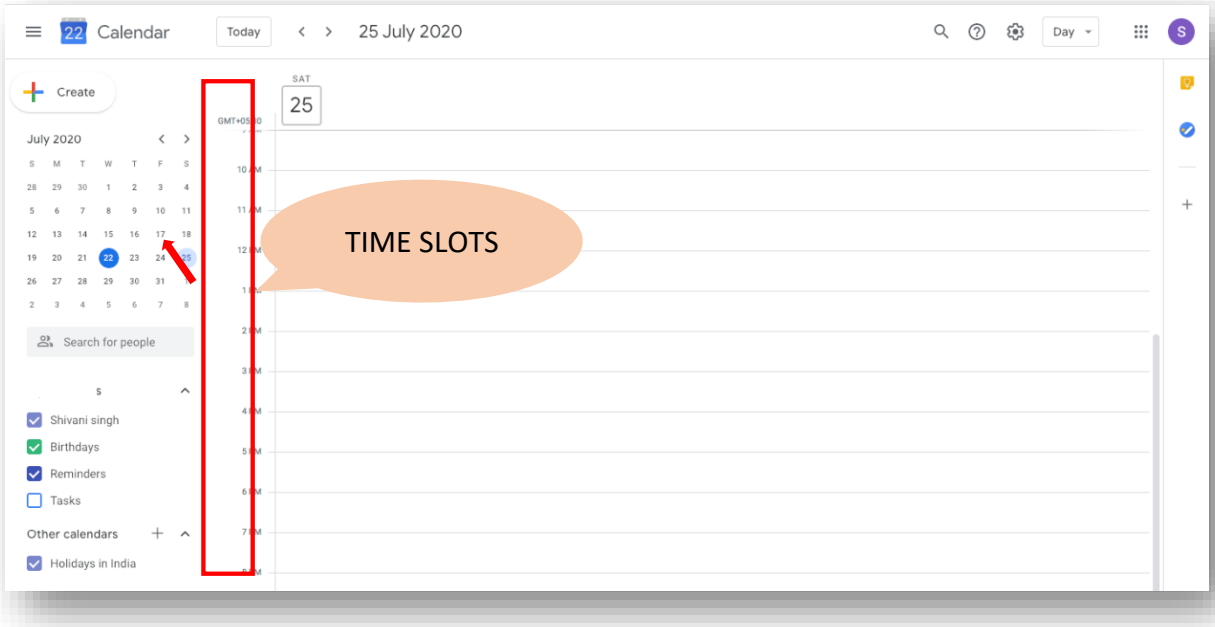


- This will open Google Calender as shown below

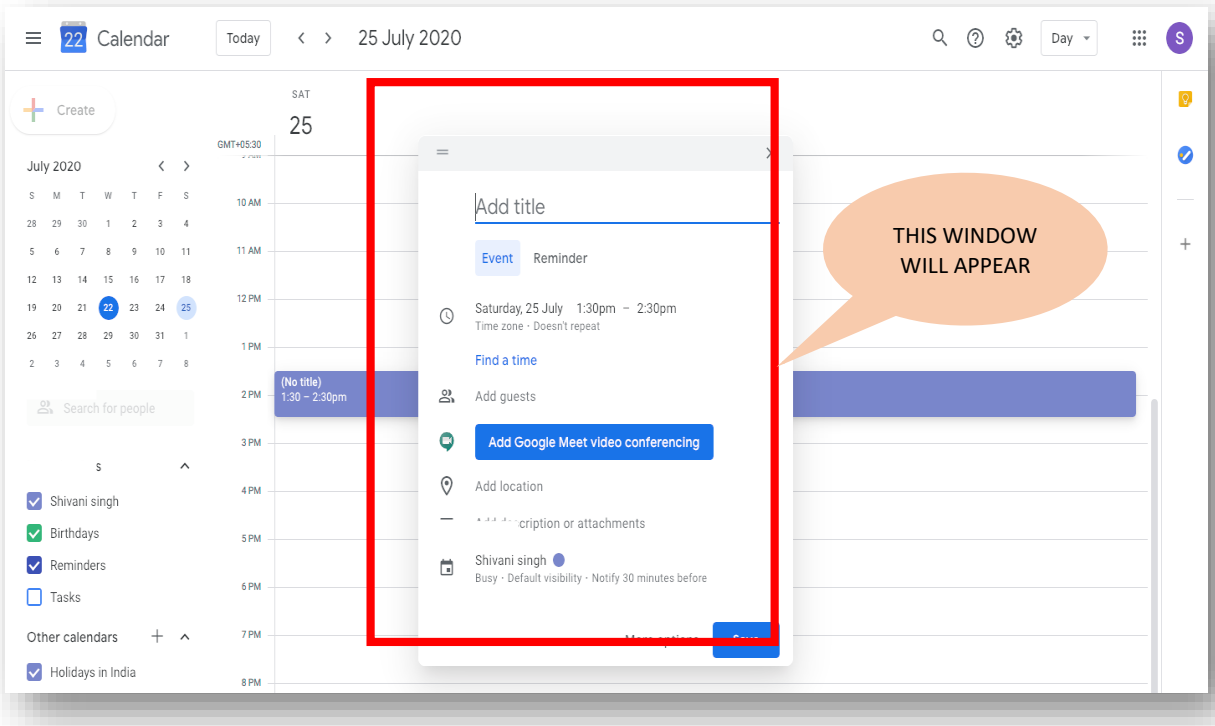


STEP 6: Click on the date you want to schedule a meeting:

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

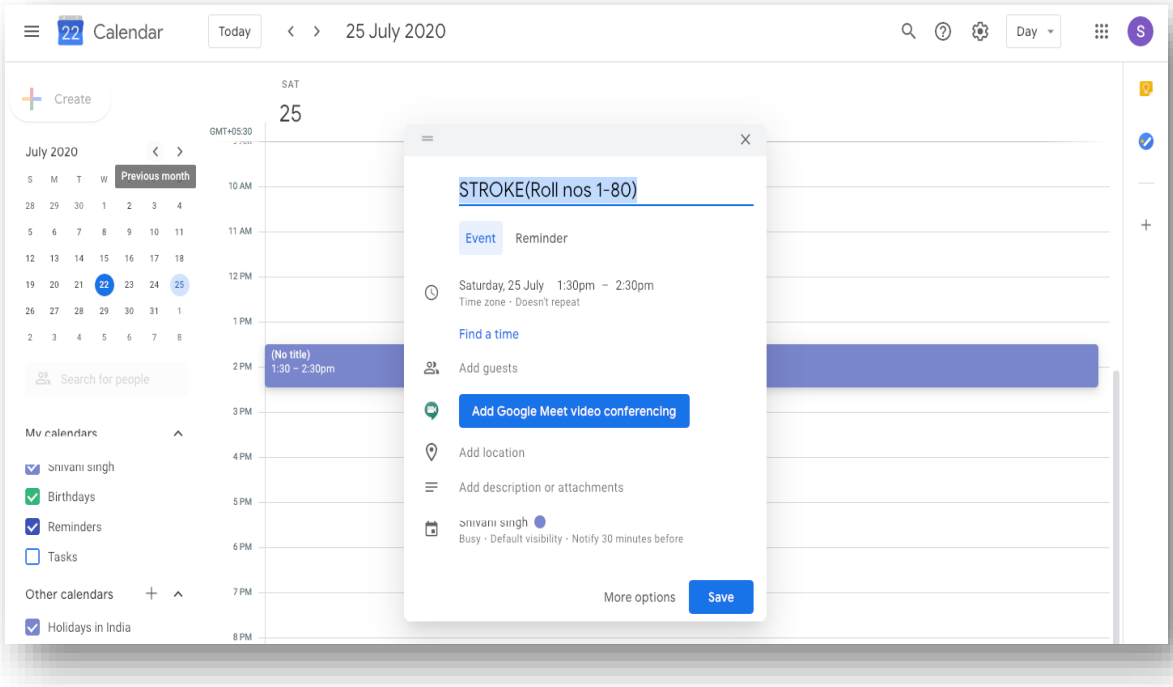


STEP 7: Click on any time slot

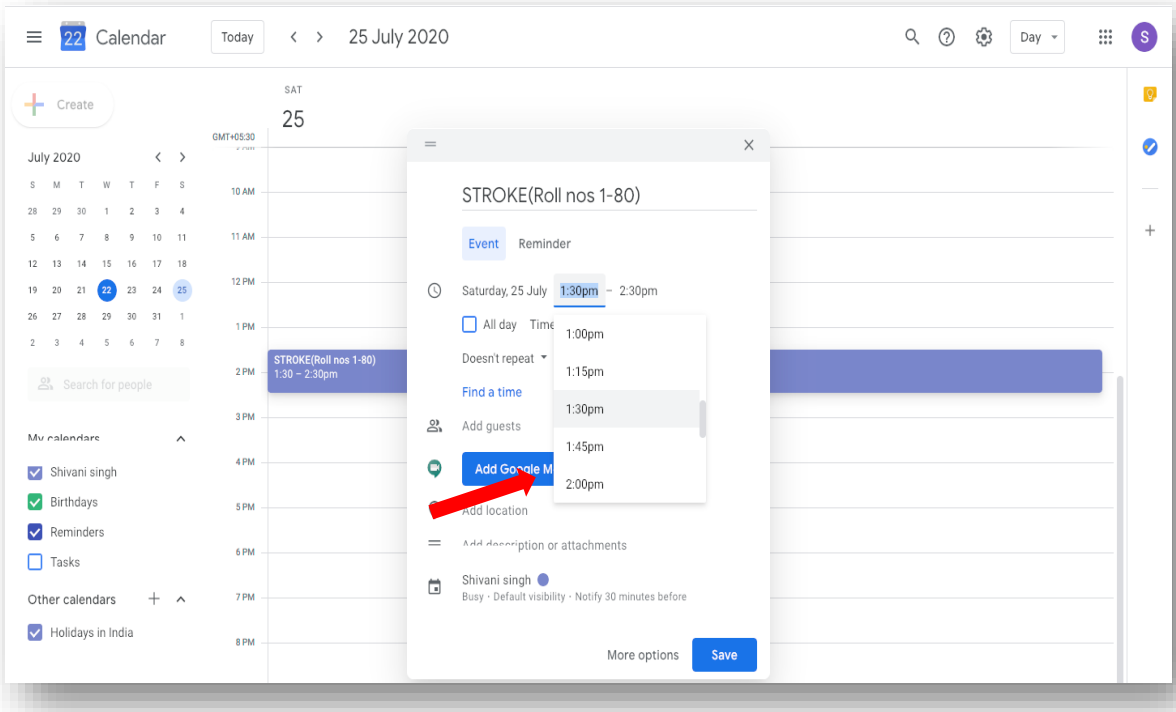


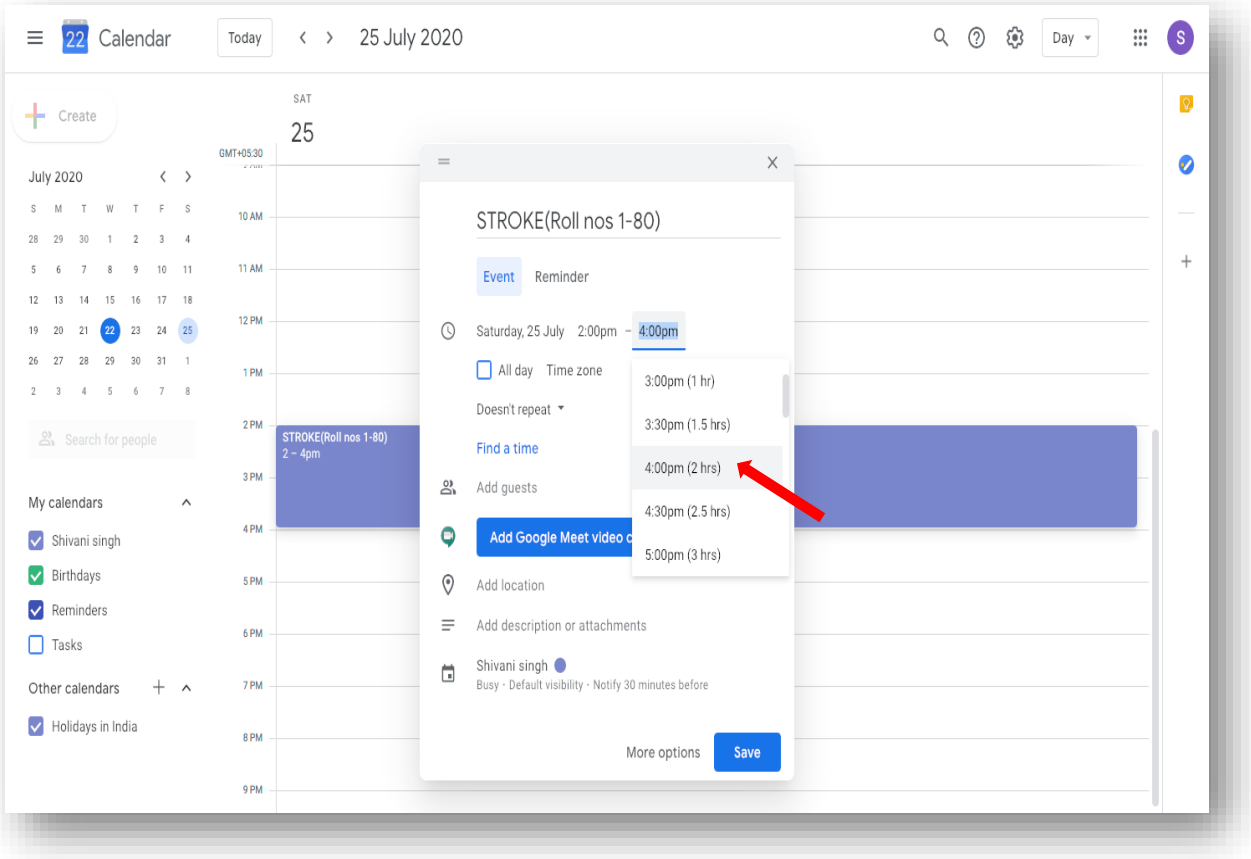
STEP 8: Enter the topic of meeting/class and the time as follows

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

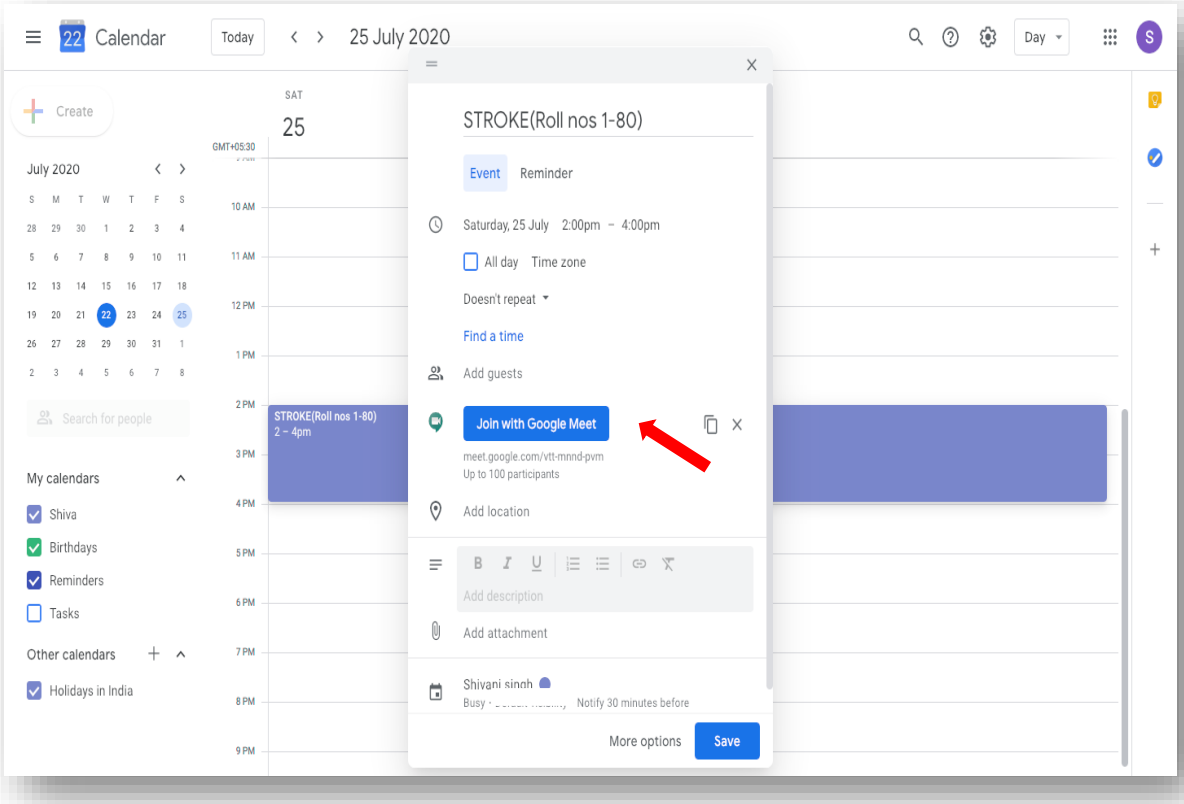


- ENTER THE TIME SLOT FOR THE MEETING AS 2-4PM

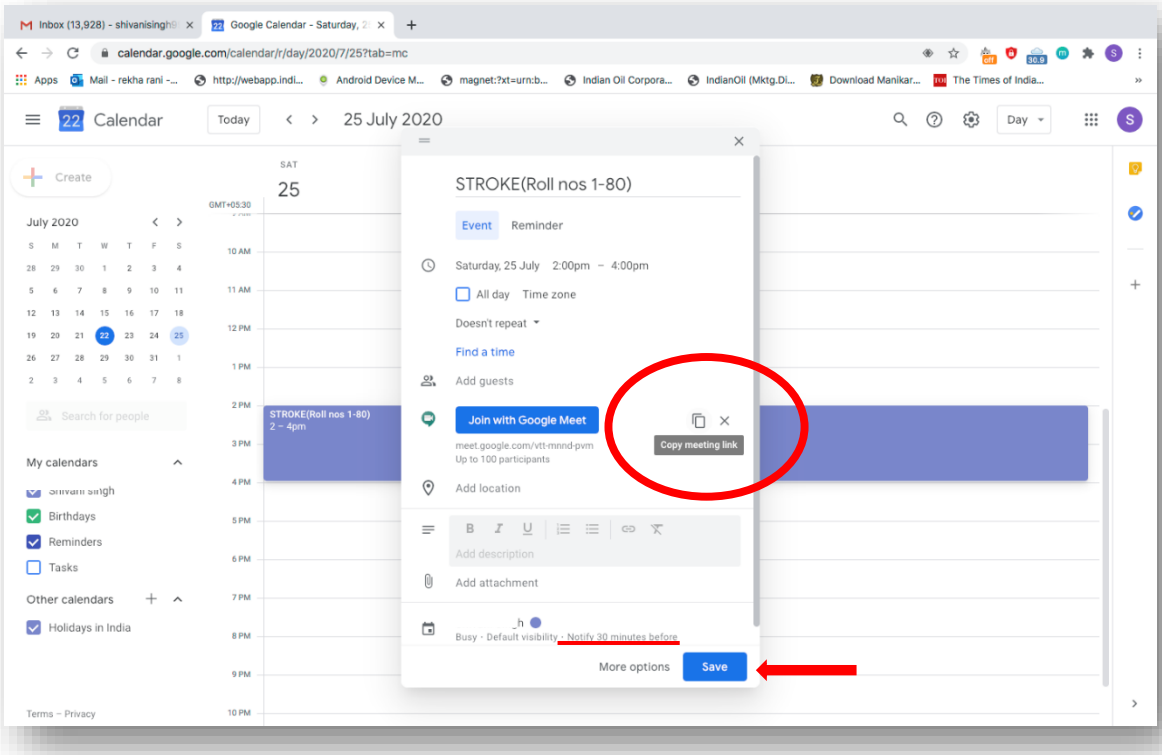




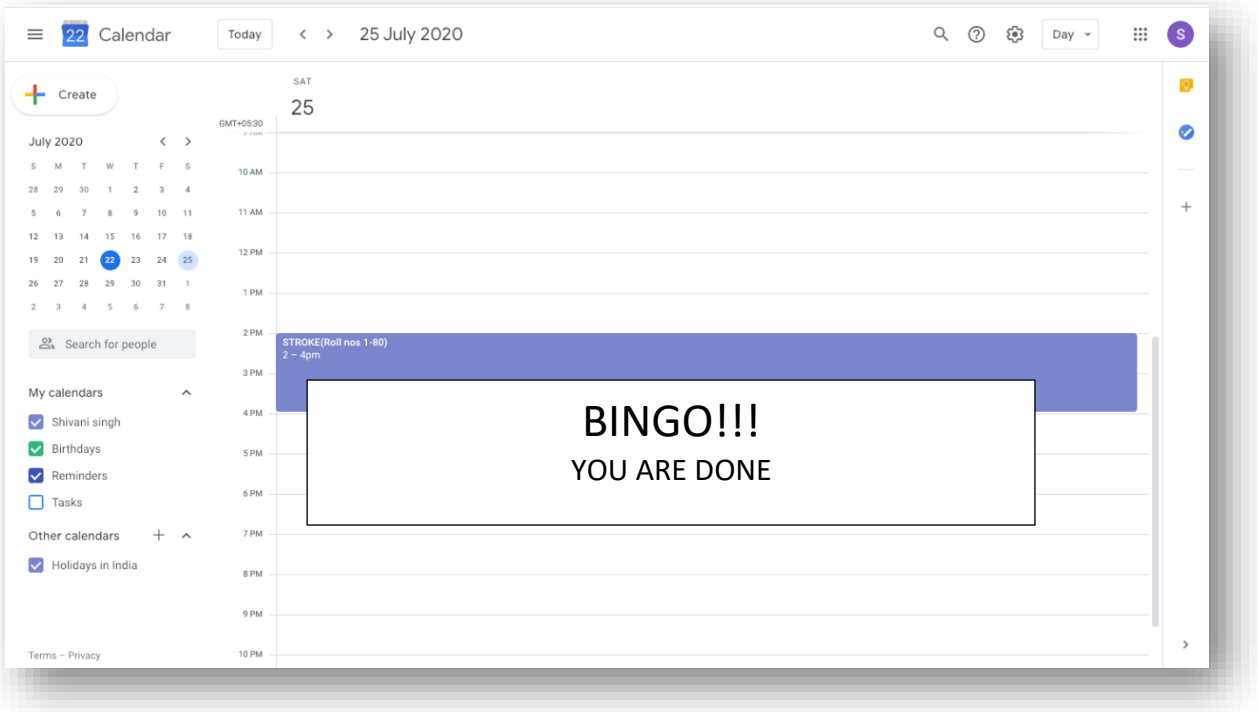
- After selecting the time slot, click on add Google Meet video conferencing option



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



- 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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