GOOGLE MEET GUIDES

SENDING INVITES AND SHARING JOINING LINKS FOR GOOGLE MEET

An initiative by

Faculty Development Program,
Medical Education Unit,
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Not for sale

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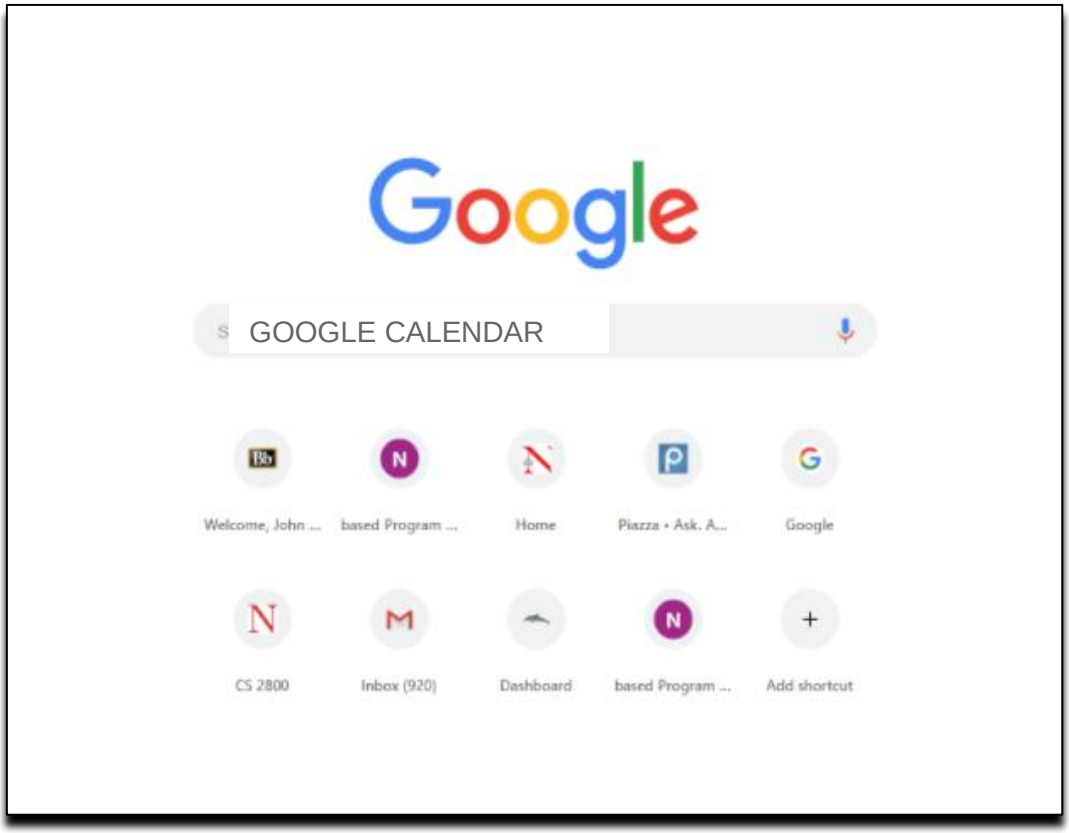
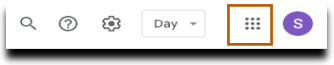
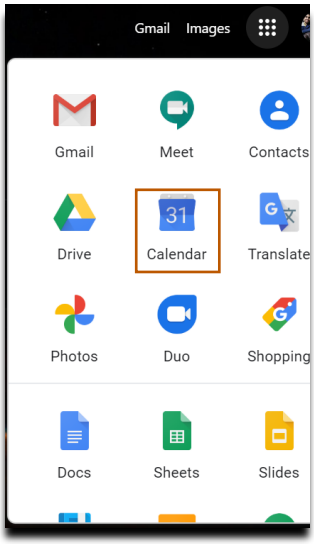
HOW TO SEND INVITES TO THE PARTICIPANTS

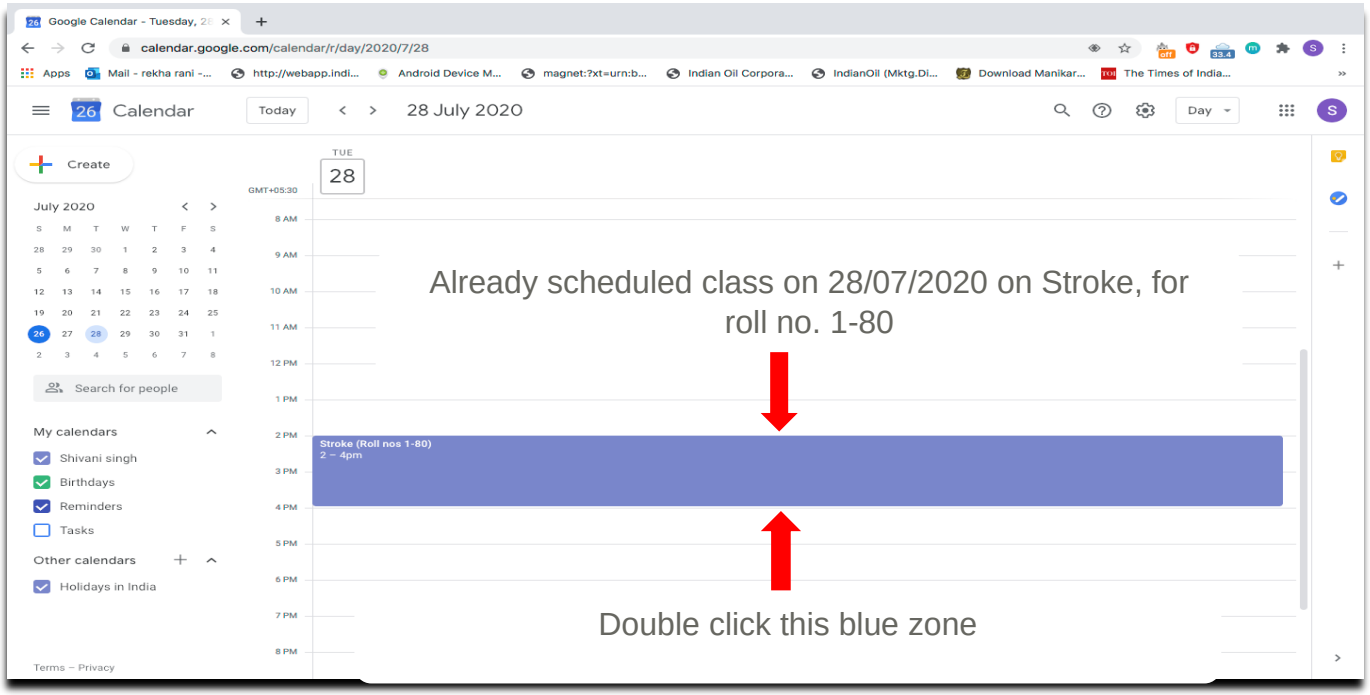
STEP 1: Open Google Chrome web browser and type ‘Google Calendar’ or Locate the Google Apps icon on top right of the screen and find Calendar App.



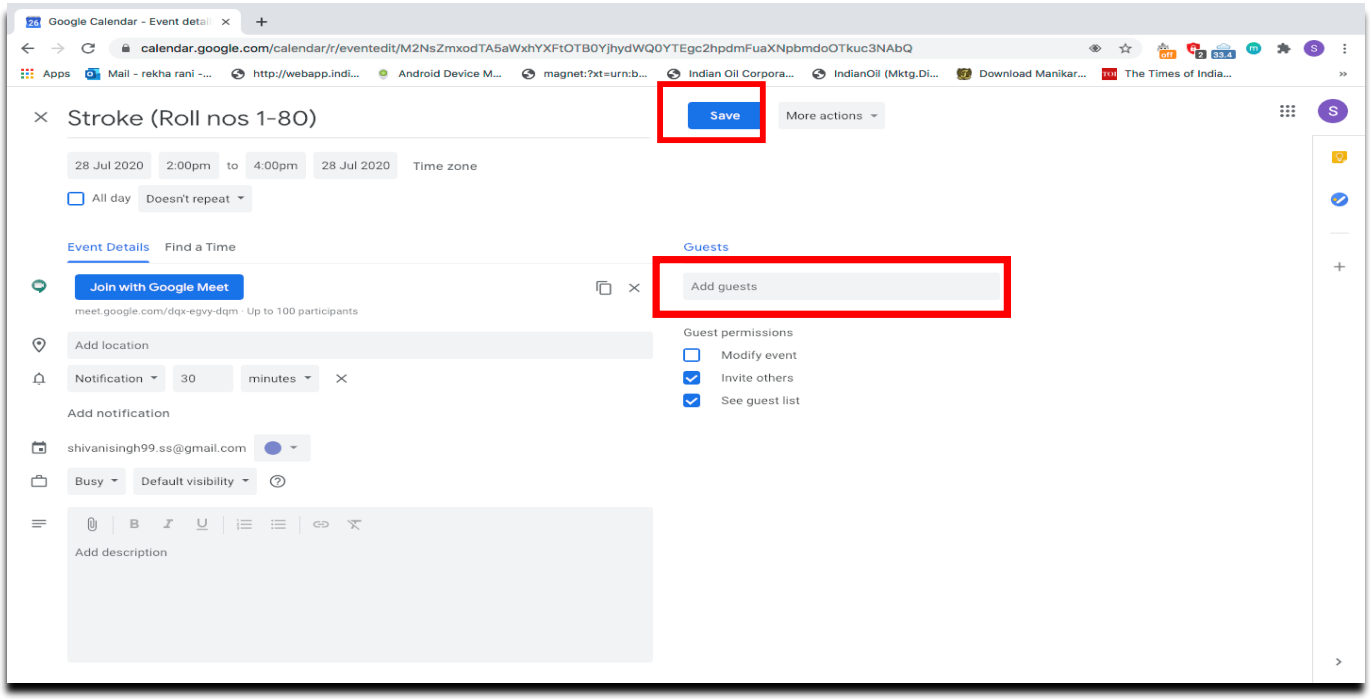




STEP 2: Go to Google Calendar

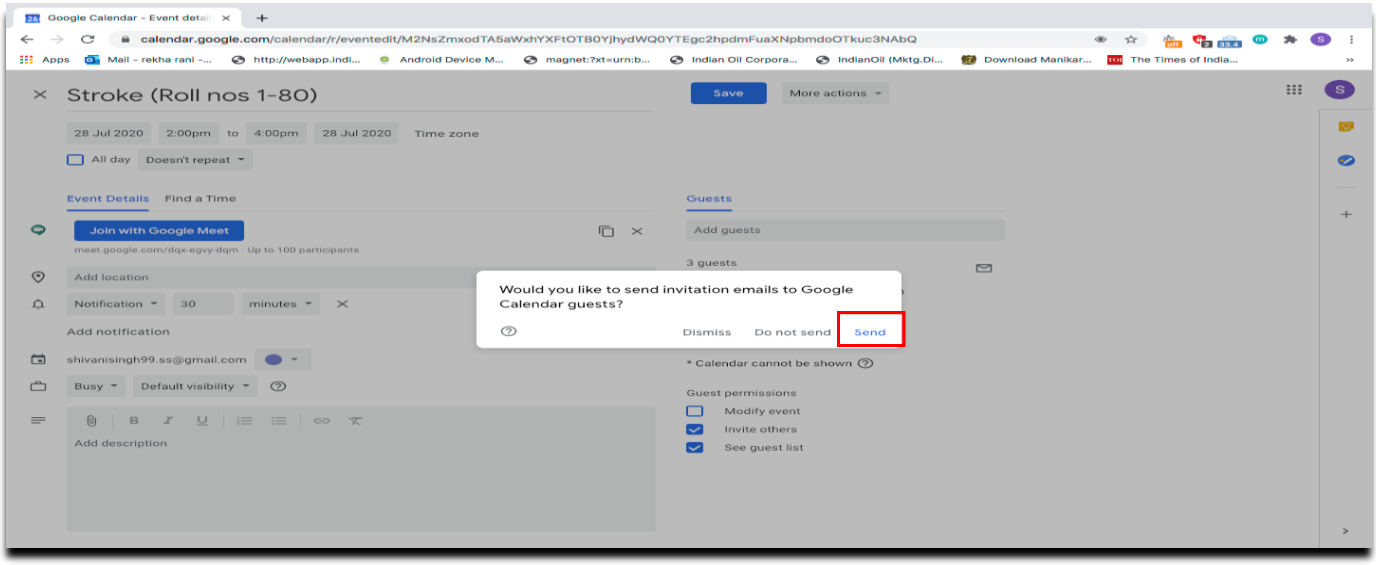


STEP 3: Following window will open once you double click



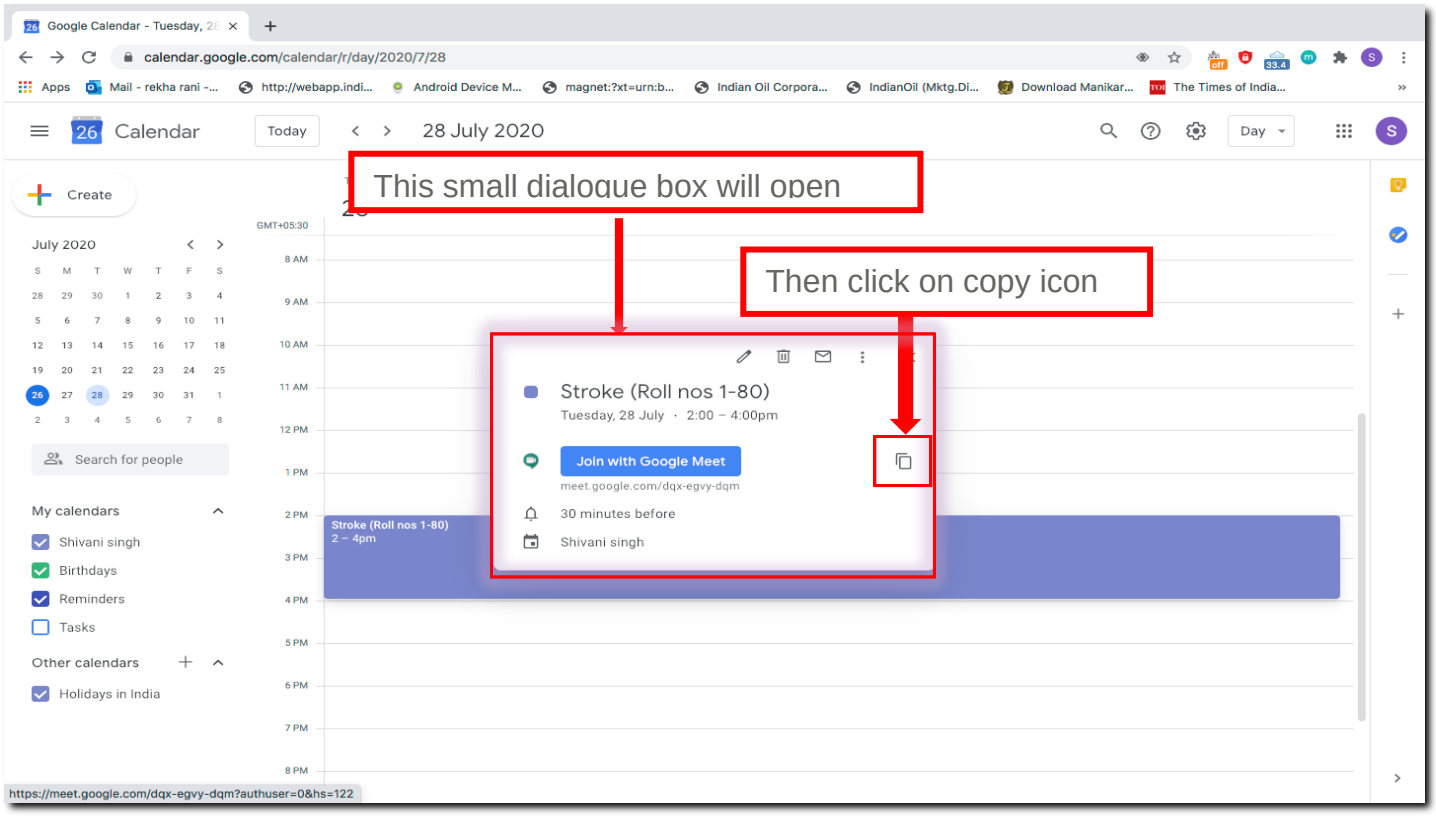
- Add emails of invitees (max. 100 participants can be added for one meeting)

- Once you have added all the E-mail IDs, click on ‘save’ option. It will then ask for confirmation to send
- Click on ‘send’ option and the invites will be sent via E-mail.



HOW TO SHARE LINK ON WHATSAPP

- Single-click on the scheduled meeting in Google Calendar



- It will copy the link
- Paste the link in the message for WhatsApp contacts/groups
- Copied link can also be shared via other platforms.

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