Getting Started with Google Hangouts

What can you do with Hangouts Meet?

With Google Hangouts Meet, you can hold impromptu video meetings on the go, virtual training classes around the world, remote interviews, and much more. You can host a Hangouts Meet video meeting for up to 25 people at a time, with no time limit.

Schedule a video meeting in Calendar

It's easy to schedule a Meet video meeting in Google Calendar—just create an event and add your guests to it. A video meeting link can be added to a calendar event either by adding one or more guests to the event, or by clicking on **Add conferencing**. After you save the event, a meeting link and dial-in number are added to the event.

Note: Guests can forward the meeting link to other people. If someone tries to join who was not invited to the Calendar event, a meeting participant from your organization must accept their request.

1. Go to Google Calendar and create an event.
2. On the **Guests** tab, go to **Add guests** to invite guests from inside or outside your organization.
3. Click **SAVE**.
4. Click **Send** to notify guests.

Guests receive an email with the event information and a link to the video call.
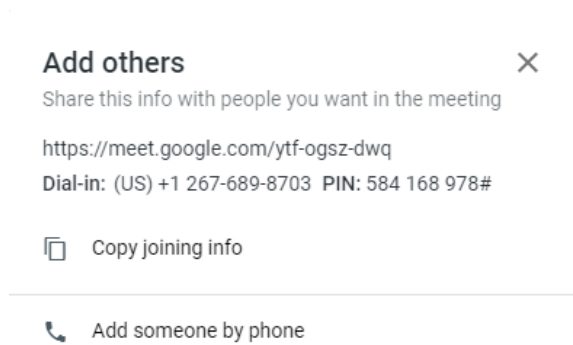
Start a video meeting from your web browser

If you need a quick answer from a team member, you can start an instant meeting in a web browser. If someone sends you a meeting link URL, simply click the link to join the call.

Note: You can send the meeting link to people outside of your organization, but someone from within your organization needs to give them access to the video meeting.

Chrome browser only

1. In a web browser, enter https://meet.google.com.
2. Click **Start a new meeting** > **Start meeting**.

Add others ✕

Share this info with people you want in the meeting

https://meet.google.com/ytf-ogsz-dwq

Dial-in: (US) +1 267-689-8703 PIN: 584 168 978#

🔲 Copy joining info

📞 Add someone by phone

3. Click Copy joining info.
4. Paste the meeting details into an email, or other app, and send it to someone.

Joining a meeting from a Calendar event

1. In Calendar, click the event you want to join.
2. Click **Join Hangouts Meet** and in the window that opens, click **Join Meeting**.

Joining from Meet

1. In a web browser, enter https://meet.google.com/.
2. Select the meeting from your list of scheduled events.
3. Click **Join meeting**.

Joining with a meeting link URL

Sometimes there isn't enough time to schedule a meeting and book a room. With Hangouts Meet, you can join an impromptu video meeting by clicking the meeting link URL sent to you in a text or email.

1. Click the meeting link sent to you in a chat message or email.
2. Follow the onscreen prompts to join the meeting.

Joining with a meeting code

You can join a meeting by entering the meeting code, which is the unique code at the end of the meeting link.

1. In a web browser, enter https://meet.google.com.
2. Click **Use a meeting code**.
3. Enter the meeting code and click **Join**.

Present your screen

Want to discuss a file or present to a group over a video meeting? You can share your screen to present documents, presentations, spreadsheets, and more.

Note: You can't currently present your screen from a mobile device.

1. Open Meet and join a video meeting.
2. Click **Present now** and choose what to share:
      o Your entire screen
      o A window
3. Select Share.
4. When you're done presenting, at the bottom of the screen, click Stop sharing.
5. (Optional) To take over presenting from someone else at the bottom corner, select the presenting controls and select **Present now**.

Record a video meeting:

1. Open Meet and start or join a video meeting.
2. When you're in the meeting, click More > **Record meeting** and click **Start**.

3. **Note:** Participants are notified when recording starts or stops. People outside of your organization, mobile app users, and people who dial in also get notified when the recording starts or stops, but they can't control the recording.
4. To stop recording, click More > **Stop recording**.
5. Click **Stop recording** to confirm. Also, the recording automatically stops when everyone leaves the meeting.
6. Wait a few minutes for the recording file to be generated and saved to Drive.
   An email with a link to the recording is automatically sent to the meeting organizer and whoever started the recording. The recording is automatically shared with meeting participants who are in the same domain as the meeting organizer.
7. If you receive an email with a recording file, click the file to open it, or click Open in Drive.

Additional Options for Inviting Guests

Invitation method	Description
Allow internal users only	To allow only users from your organization to join a video call, add them to the Google Calendar meeting, but do not add any external users. To add additional guests after the meeting starts, click Invite people and invite the internal user(s).
Invite specific internal or external users	You can invite specific guests using Google Calendar, or add them after the meeting starts. Users outside of your organization who are specifically invited using an email account: If they are logged in, they must also join with the same email address used in the invitation. If they join with a different account or do not have a Google account, external users* can request to join the meeting. Their name and profile image will appear when they join the meeting. For details, see how external guests sign in to Hangouts.
Allow anyone* to join using a link	You can also allow anyone to join using a URL link. They can click the link or enter it in a browser, and will be prompted to enter their name when they click the link to request access. They do not need a Google account.* Note: Someone in your organization must allow or decline an uninvited external guest who tries to join a call with the meeting link.