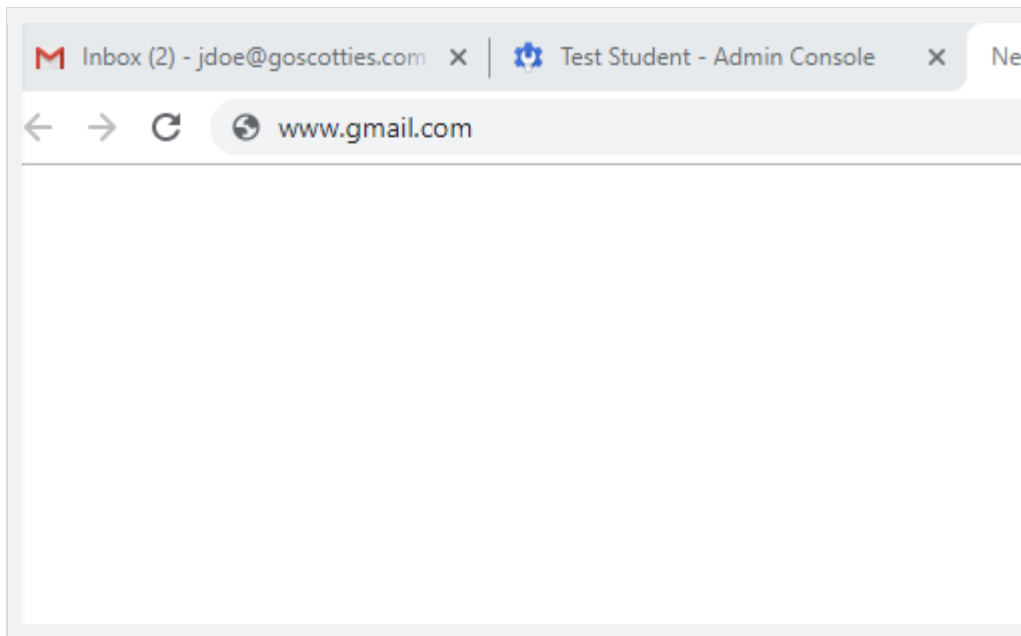


Introduction

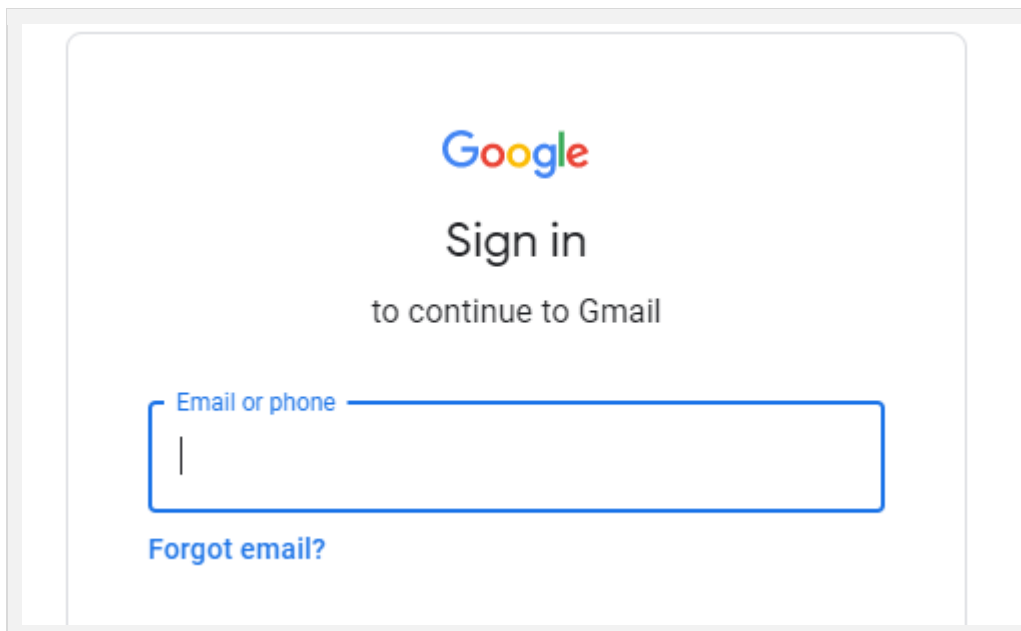
Google Meet - Connect with your team from anywhere. With easy-to-join video calls, you can connect face-to-face with team members from anywhere.



STEP 1

Open your browser and browse to www.google.com

Top right corner choose **'Sign-In'**

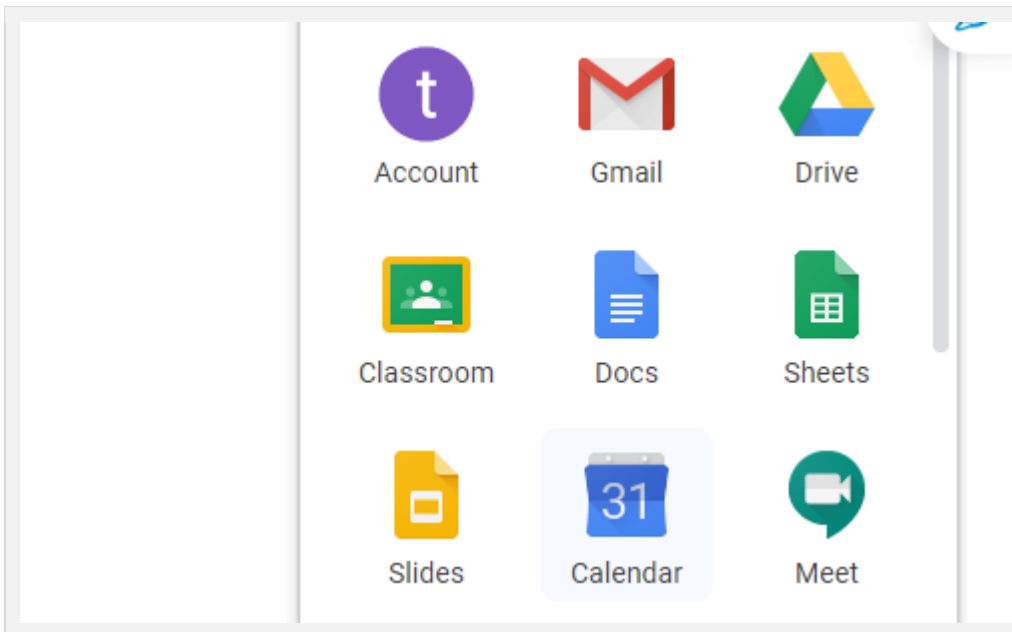


STEP 2

Enter your issued GoScotties Credentials

Email Address - (ie. jdoe@goscotties.com)

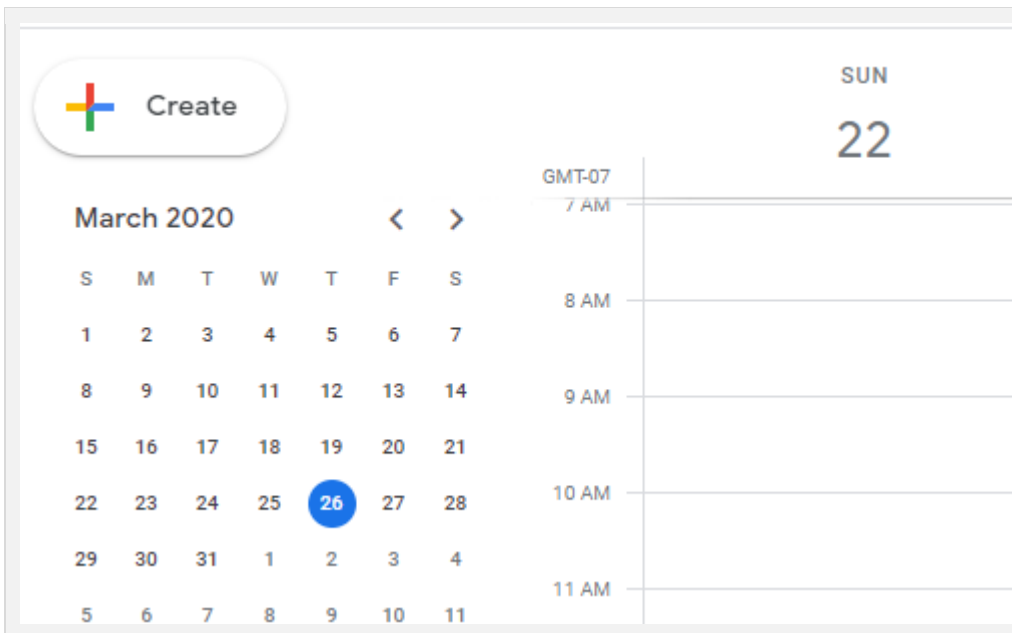
Password -



STEP 3

Click the Google App Launcher (9 dots) in the upper right corner of the screen

Select **‘Calendar’** icon.



STEP 4

Select **‘Create’** to create new meeting invite

Add title

Event Out of office Reminder Task Appointment slots

Mar 26, 2020 10:00am - 11:00am Mar 26, 2020

Add guests

Add location

Join Hangouts Meet
meet.google.com/gnc-gxm-q-wuh

STEP 5

Add Meeting Title

Add Date / Time

Don't need to Add Guests

Select 'Add Conferencing' which will create the Google Meet link

Mar 26, 2020 10:00am - 11:00am Mar 26, 2020

Add guests

Add location

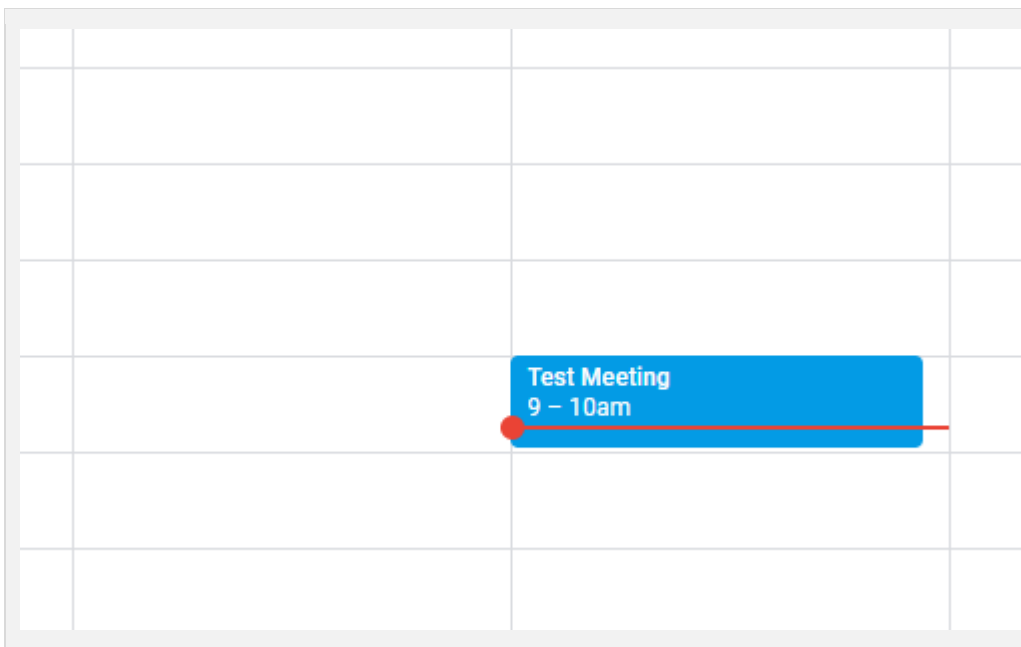
Join Hangouts Meet
meet.google.com/okq-hmky-exn

Add description

More options **Save**

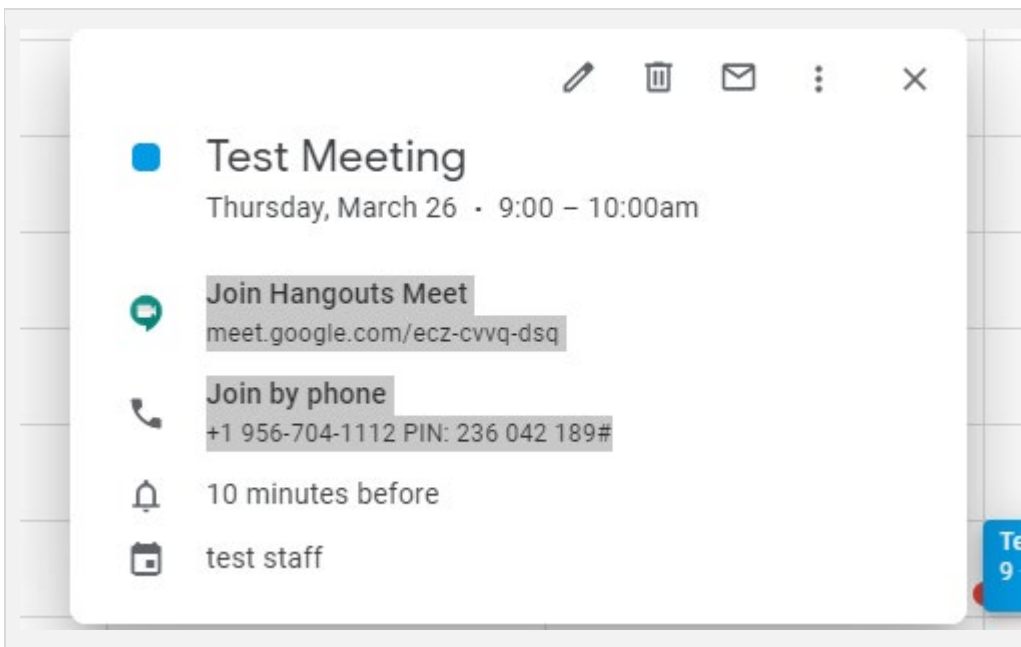
STEP 6

Select **'Save'**



STEP 7

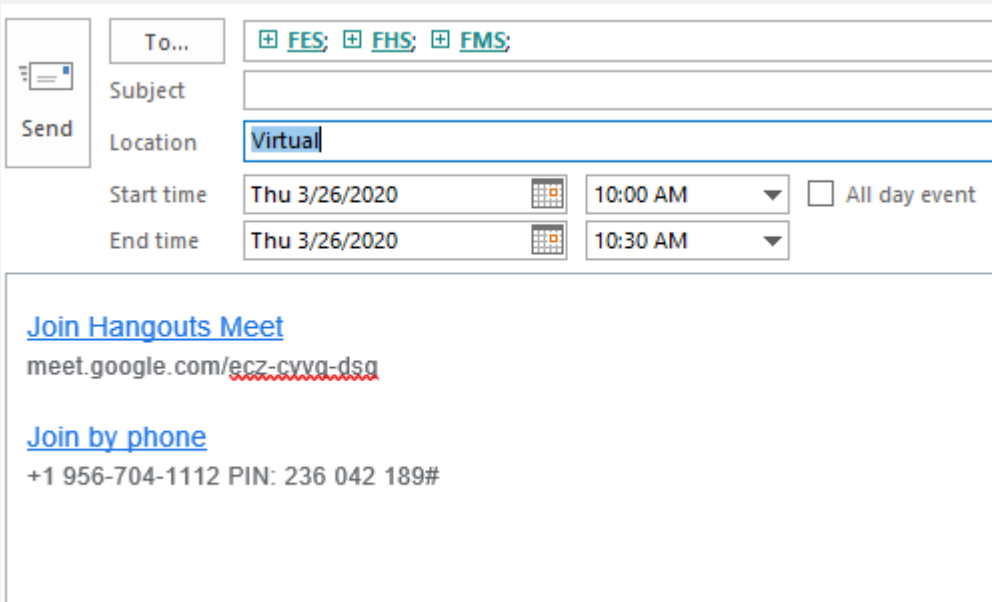
Single click the meeting you created to open the meeting details window



STEP 8

Highlight the Google Meet information and Copy it

STEP 9



The screenshot shows the Outlook meeting creation interface. The 'To...' field contains three recipients: FES, FHS, and FMS. The 'Location' field is set to 'Virtual'. The start time is 'Thu 3/26/2020' at '10:00 AM' and the end time is 'Thu 3/26/2020' at '10:30 AM'. There is an 'All day event' checkbox which is unchecked. Below the form, there are two links: 'Join Hangouts Meet' with the URL 'meet.google.com/ecz-cvvg-dsq' and 'Join by phone' with the number '+1 956-704-1112 PIN: 236 042 189#'.

Open Outlook Calendar

Create New Meeting invite

Add your specified groups/people

Set meeting Date / Time

Paste copied Google Meet information into the body of the calendar invite