# Start a Google Meet

## From the Google Meet Website

- *This is best for meetings that are happening right away.*
- From an internet browser (Google Chrome is recommended) visit meet.google.com.
- Make sure you're signed in using your MLC account.
  - You can check this by looking at the profile picture in the upper right corner. It should match your MLC profile picture.
  - If you're not sure or if you need to switch accounts, click the profile picture to check what account is being used.
  - Click **switch account** if you need to switch to your  MLC account.
- Click the green **Join or start a meeting** button.
- You can give your meeting a name (i.e. Meeting with Advisor) or leave the name blank.
- Click **Continue**.
- If you have a microphone and webcam, they should be activated. If it's your first time using Google Meet, watch for your browser to ask permission to use them and be sure to click *allow*.
  - If you do not have a microphone, you can still join using your phone for audio by clicking that option next to the phone icon on the screen and following the prompts.
- Click **Join now**.
- Add other people to your Google Meet by sharing the joining info that appears on the screen or by clicking **Add people**, typing in their MLC email addresses, and clicking **Send invite.**
- Your Google Meet is now active! Please see the page How Do I Join a Google Meet? for information on how to participate in and record your meeting.

## From Google Calendar

- *This is best for scheduling meetings in the future.*
- From an internet browser (Google Chrome is recommended) visit calendar.google.com.
- Make sure you're logged into your MLC account by looking for the MLC logo in the upper right corner.
  - If you're not, click the profile picture in the upper right corner and either choose your MLC account from the menu or click **Add another account** to add your MLC account.
- Using the arrows on the top menu bar, locate the month/day for the meeting.
- Click on the day to add a new calendar event.
- On the pop-up screen, click **More options** in the bottom right next to the blue save button.
- On the next screen, enter the name for your meeting/event in the top text box.

- Underneath the name, enter the time for the meeting.
- If your event is repeating (i.e. you want to have the same meeting at the same time every week, three times a week, etc.) click **Does not repeat** and choose a repeating option for the event. If none of the given options fit what you want, choose **Custom** to enter your schedule.
- Click **Add conferencing** next to the video icon and choose **Hangouts Meet**.
- On the right side of the screen, enter the names of the people who are attending the meeting.
    - This step is optional and best for smaller groups. You will have the option to share the link to the Google Meet later.
- Click **Save** at the top of the screen.
    - If you chose to invite people, you will be asked if you want to send invites. If you choose yes, they will receive an email notification where they can RSVP to the meeting.
- The event will be saved to your calendar.
- Click once on the event in your calendar to view the Google Meet link. This link can be sent via email or Moodle so that others can join the Meet.

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