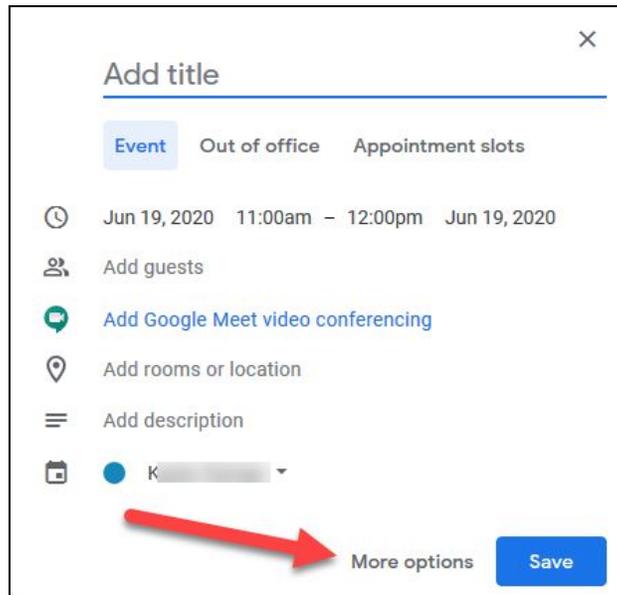
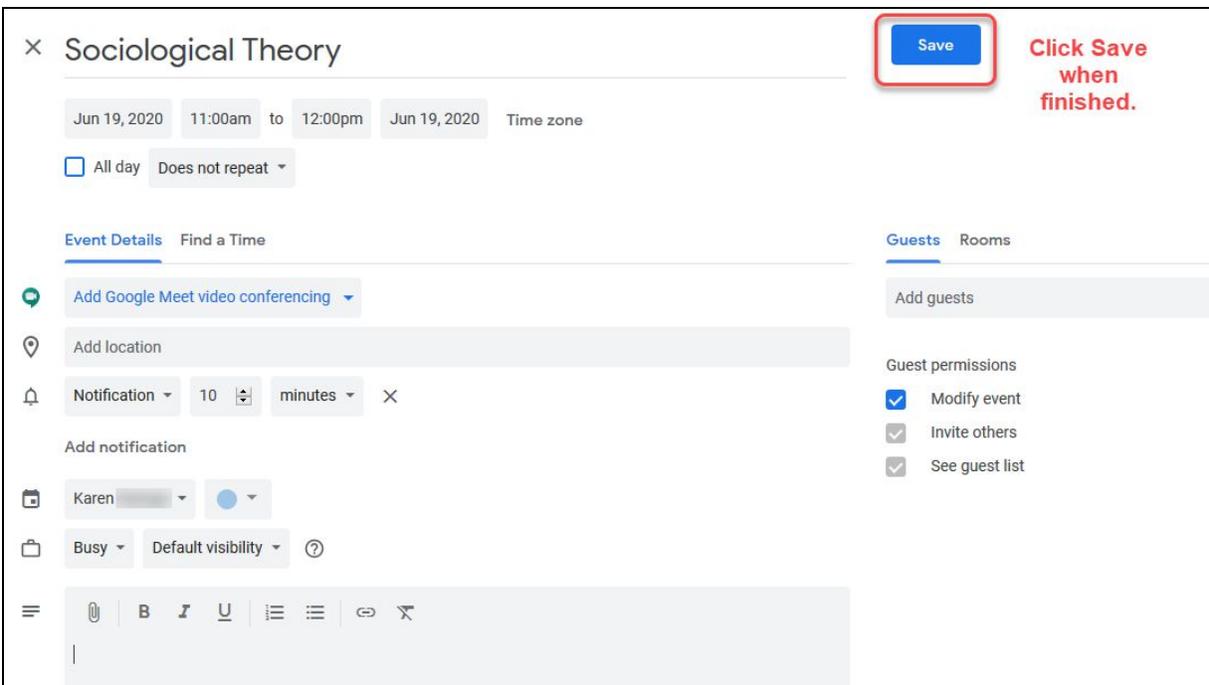


## Schedule a Video Meeting Event from Google Calendar

1. Go to **Google Calendar** and click anywhere in the calendar to open an event, then click **More options** in the lower right for the detailed event window.

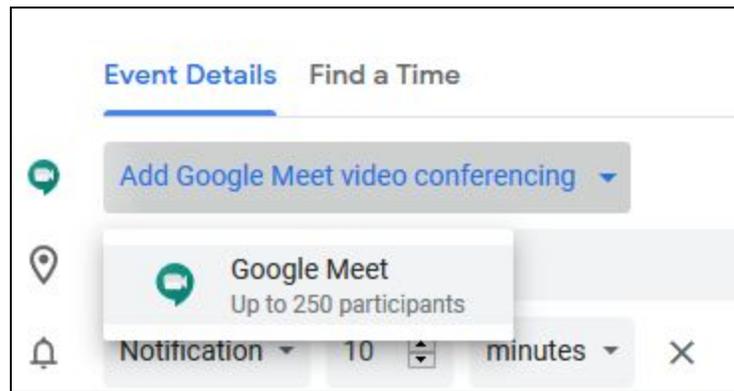


2. In the detail event window, **add meeting name**, **enter a date and time**, **invite guests**, **click on add conferencing**, **add a description** if necessary. Click **Save** when you are done.

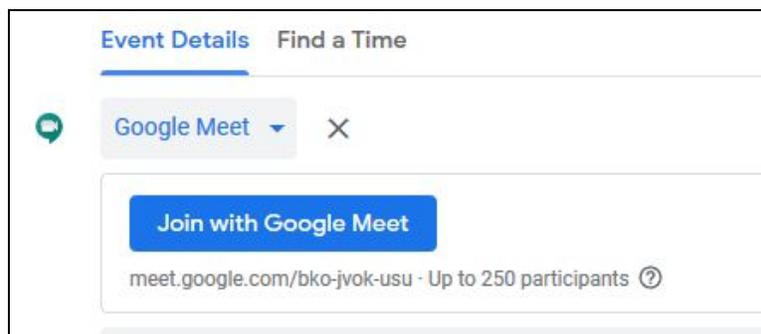


**Note:** If your event is repeated, click the **Does not repeat drop-down box** at the top of the event window and create a custom repeat time/date or select from the options shown. When you do this, participants will be able to use the same Meet link every time for this event and they are notified automatically as the event repeats.

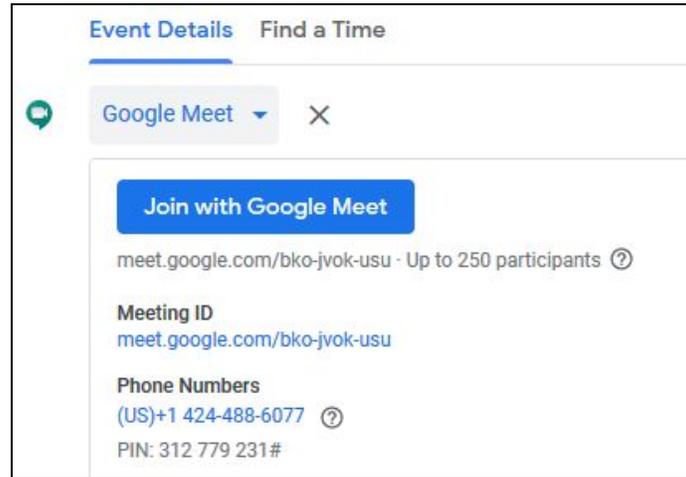
- a. Make sure to click **Add Google Meet video conferencing** and then click **Google Meet** to create a video conference event.



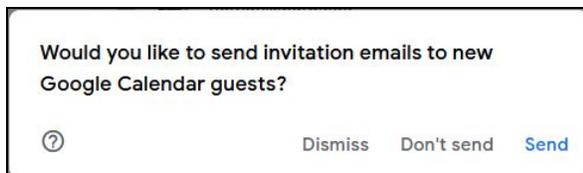
- b. Once you've created a video conference event you will see the links for joining the Google Meet in your event.



- c. You can click on the **Join with Google Meet link** to start the meeting OR click on the **drop down arrow next to Google Meet** for the full details of the meeting including Meeting ID and Phone Numbers. These can be copied and pasted if you need to send the info to anyone.



**IMPORTANT:** If you are inviting people/students to your event, After you click **Save**, when asked if you want to send invites, click **Send**. This alerts the people you invited to the Meet. They can then respond to the invite and if they say YES, the invite will be put on their calendar and you will know who has responded to the event. To the right is a sample of an Event awaiting responses from attendees.



You can click on this event in your calendar at any time to view or change the details just as you would any other calendar event.

