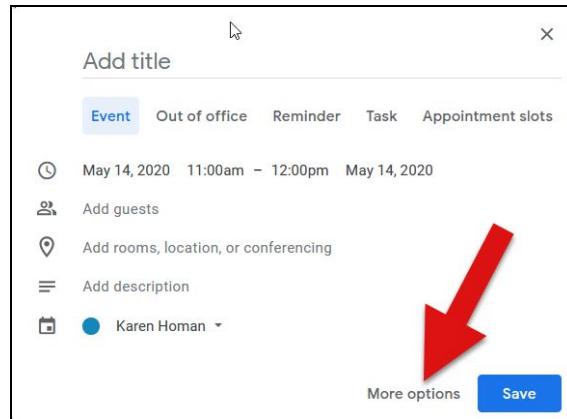


## PRO TIP! Use Google Calendar to Schedule a video conference in Google Meet

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 full event window,
  - a. **add your meeting name**,
  - b. **enter a date and time for your meeting**,
  - c. **invite your guests**,
  - d. **click on add conferencing**, then select Hangouts Meet.
  - e. **click on the paperclip icon to add any files** here that you want to share with your meeting participants (see page 3 for more information),
  - f. **add a description or message to participants here**, if you wish.
  - g. **click Save** when you're done.

The screenshot shows the full Google Calendar event creation interface. Key fields highlighted with red arrows and labels are:

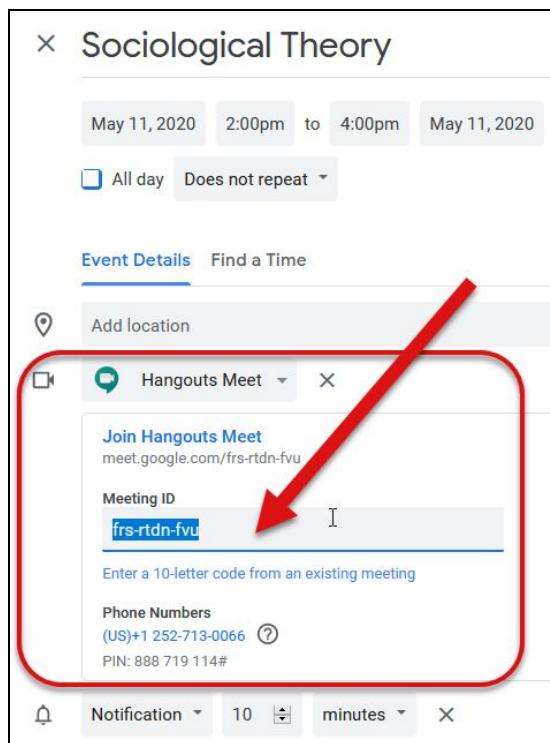
- Add meeting name:** An arrow points to the input field containing "Sociological Theory".
- Enter a date and time:** An arrow points to the date/time section showing "Jun 23, 2020 2:00pm to 4:00pm Jun 23, 2020 Time zone". Below it are "All day" and "Does not repeat" checkboxes.
- Invite guests:** An arrow points to the "Add location" field.
- Click on add conferencing:** An arrow points to the "Add conferencing" dropdown menu, which is currently set to "Hangouts Meet".
- Add a file to the meeting:** An arrow points to the rich text editor toolbar at the bottom.
- Add description:** An arrow points to the "Add description" input field.

A red callout box with a border highlights the "Save" button in the top right corner, with the text "Click on Save when finished." inside.

## View the details of your new, scheduled Meet event

Go to Google Calendar and click on your new meeting calendar event. If you click on **Hangouts Meet**, located under **Add conferencing**, you can see details of your new meeting.

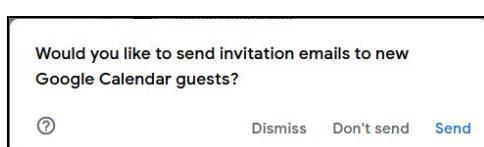
Your **Meeting ID** for Meet can be found here:



**NOTE:** If you don't see the details of the meeting, click the dropdown arrow next to **Join Hangouts Meet**.

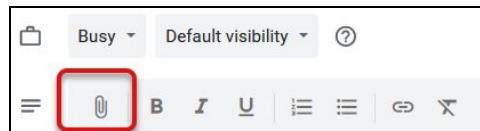


**IMPORTANT:** After you click **Save**, you'll be given the option to send invites to your guests. If you wish to do so, click **Send**. This will send an email invitation to your guests with information on how they can join your new video Meet session. Invited guests can then respond to the invite - if they confirm YES, the invite will be put on their calendar and you will see who has confirmed.



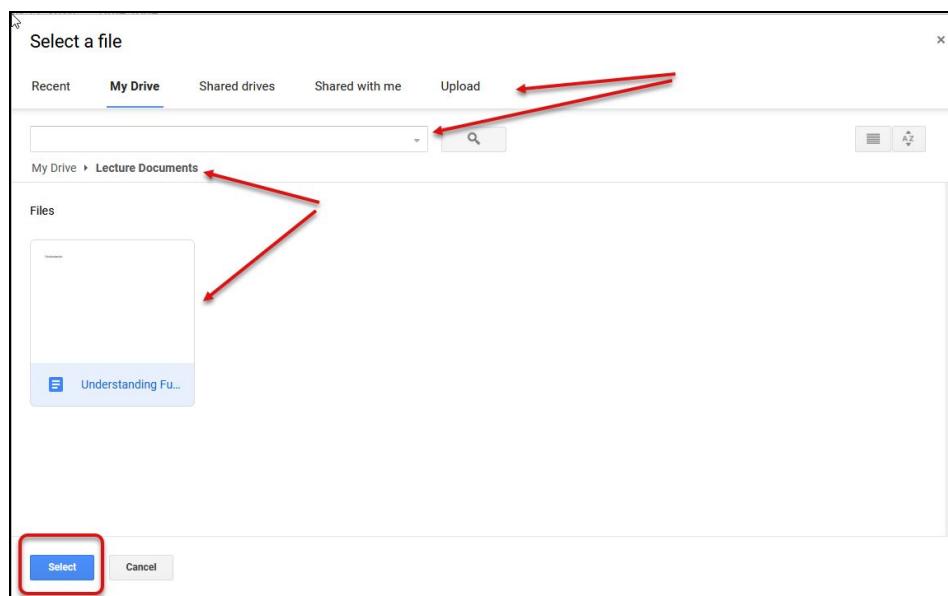
## Add a file to your meeting event

If you would like to add a file or files to the meeting event, click on the **paper clip icon** in the toolbar for the description box in the calendar event.



Then,

1. Click on one of the following tabs to locate your file:
  - Look in **Recent**, **My Drive**, **Shared Drives**, **Shared with Me**, or
  - **upload a file from your computer**, or
  - **search for the file within your Drive**.
2. Once you've located the file you wish to share, click on that file, then click **Select**.



Your file will be displayed in the description box. **Repeat this procedure to add multiple files.**