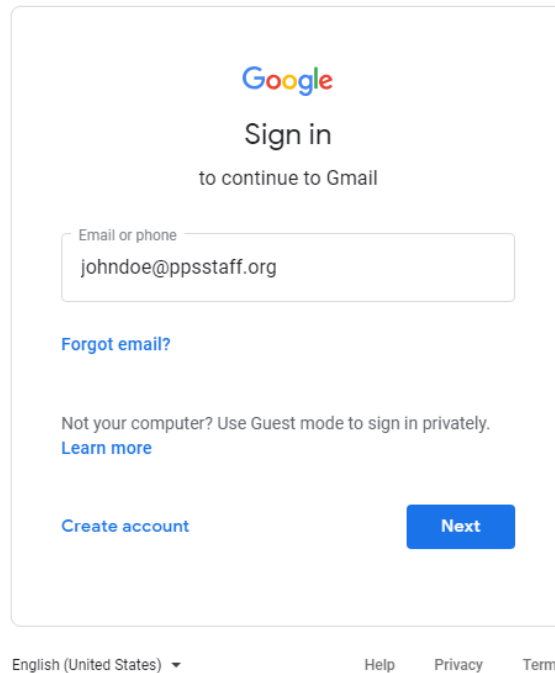
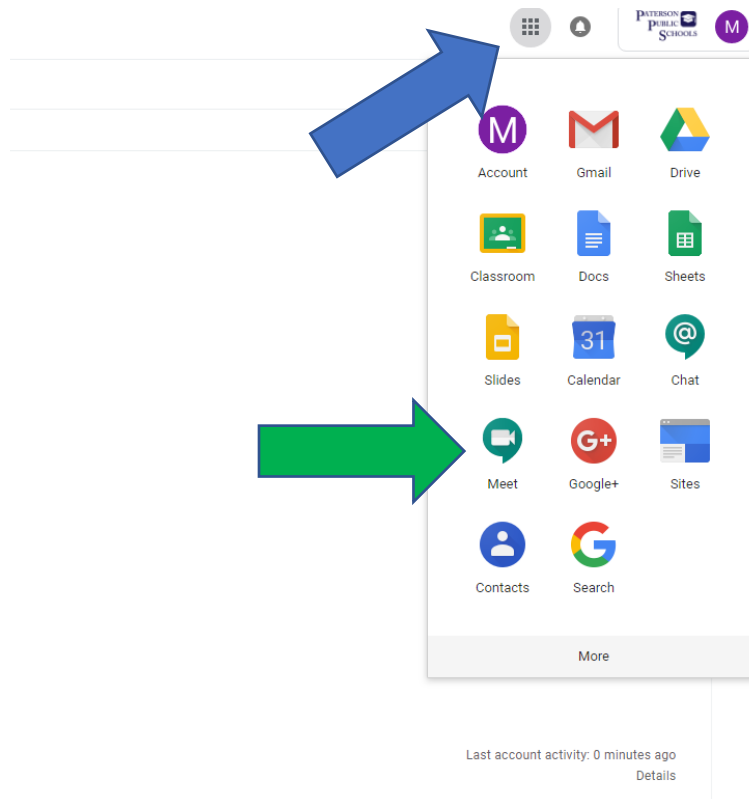


How to Start a Google Meet Video Conference

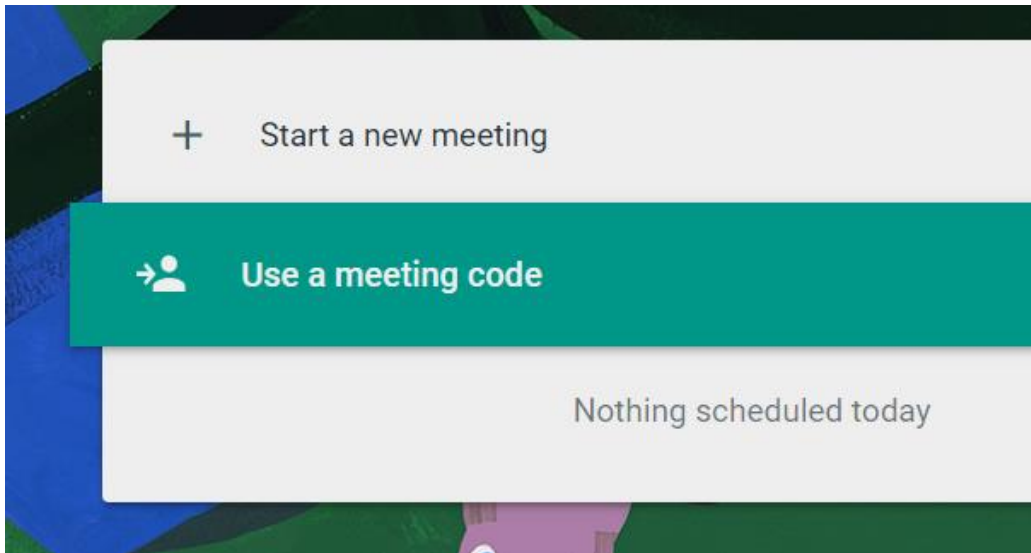
1. Open Google Chrome and log in using your *****@ppsstaff.org Google email address



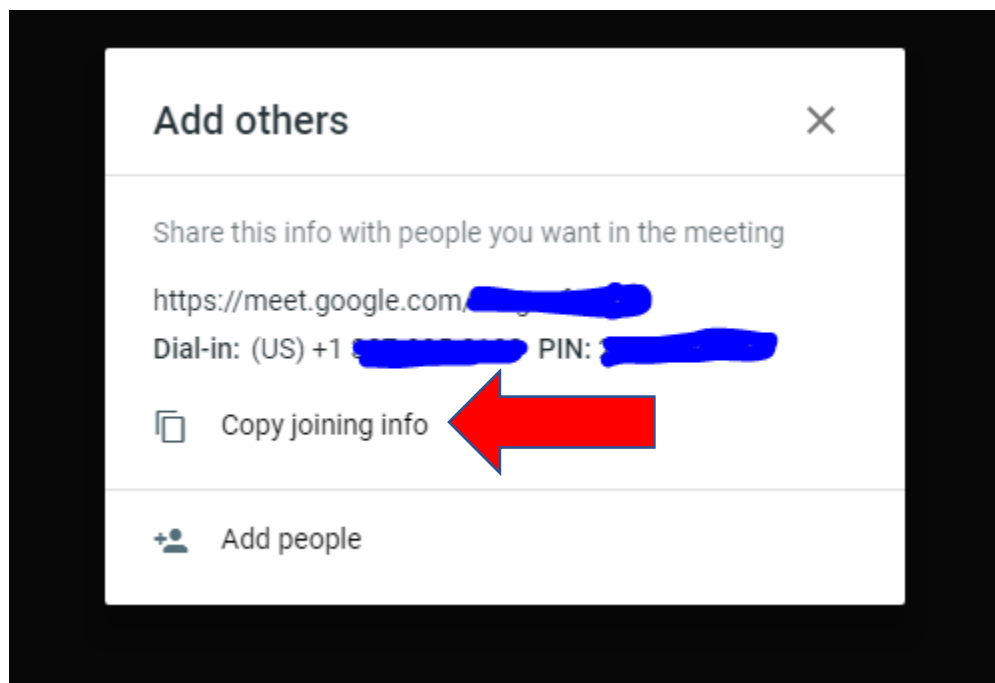
2. Click on the icon that looks like a **WAFFLE** on the top right-hand side of the screen. Click on the **MEET** application icon.



3. If you want to start your own Meeting you will select **START A NEW MEETING** or if you want to join a Meeting you will select the option **USE A MEETING CODE**.



4. If you are joining a Meeting after you input the code, you will be connected to the Meeting.
5. If you started a new Meeting, click **START MEETING**, you will be given the option to ADD other @ppsstaff.org users to your Meeting. You can also give out the phone number and code so they can call into the Meeting.



6. **Copy Joining Info** can also be clicked to copy the information and then pasted into a new Meeting request in Outlook.

The screenshot shows the Outlook interface for creating a meeting. The ribbon includes tabs for File, Meeting, Insert, Format Text, Review, Help, and Tell me what you want to do. The Meeting ribbon has sections for Actions (Delete, Forward), Show (Appointment, Scheduling Assistant), Attendees (Cancel Invitation, Address Book, Check Names, Response Options), and Options (Show As: Busy, Reminder: 1 hour, Recurrence, Time Zone). Below the ribbon, a message box states "You haven't sent this meeting invitation yet." The meeting details form includes fields for From (redacted), To..., Subject, Location, Start time (Fri 1/18/2019, 8:30 AM), End time (Fri 1/18/2019, 9:00 AM), and an All day event checkbox. At the bottom, the text reads: "To join the video meeting, click this link: [https://meet.google.com/\[redacted\]](https://meet.google.com/[redacted]) Otherwise, to join by phone, dial +1 [redacted] and enter this PIN: [redacted]". A large red arrow points to the right, highlighting the meeting link and phone information.