

Google Meet in Gmail Quick Start

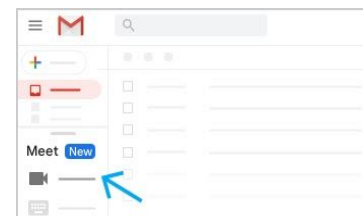
Start and join video meetings from Gmail on the web



Note: If you use Meet for work or school and don't see Meet in Gmail, contact your G Suite administrator.

1. Start a meeting from Gmail

1. Open Gmail and in the sidebar, click **Start a meeting**.
2. In the Meet window, do one of the following:
 - **Start with video and audio on your computer**—Click **Join now**.
 - **Start with audio-only on your phone**—Click **Join and use a phone for audio**, then enter your number, and click **Call me and join**.



2. Invite participants

In the Add others box, do any of the following:

- **Share the meeting code with someone**—Click **Copy joining info**, then send the info through an email or chat message.
- **Send someone an email invitation to the meeting**—Click **Add people**, enter names or email addresses, then click **Send invite**.
- **Invite someone to join the meeting by phone**—Click **Add people**, then click **Call** and enter a phone number. The recipient receives a phone call.

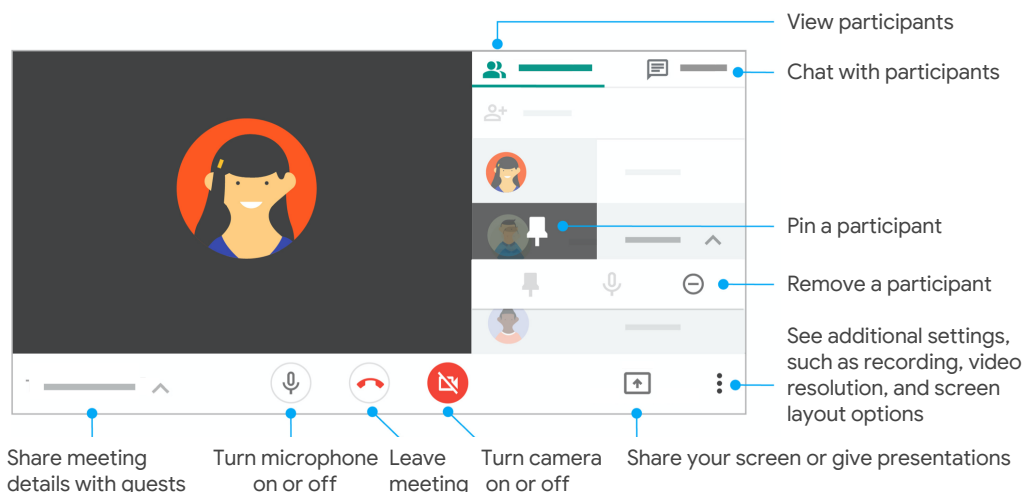


3. Participants can join a meeting from Gmail

1. Open Gmail and in the sidebar, click **Join a meeting**.
2. Enter a meeting code, then click **Join**.



4. Customize video settings, interact with participants, or share your screen



For more help and training resources, visit the [G Suite Learning Center](#)

