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
   View participants
   Chat with participants
   Pin a participant
   Remove a participant
   See additional settings, such as recording, video resolution, and screen layout options
   Share meeting details with guests
   Turn microphone on or off
   Leave meeting
   Turn camera on or off
   Share your screen or give presentations

For more help and training resources, visit the G Suite Learning Center