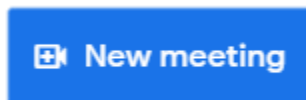


Abstract

This document is a reference guide for hosting a Google Meet without the Google Meet Add-In for Outlook.

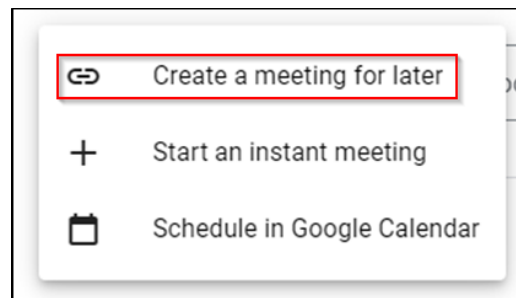
How to Start

1. Go to meet.google.com
2. Log into your Google account if not already logged in
3. Click the blue “New meeting” button

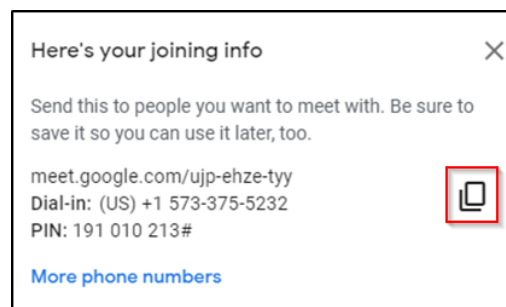


For Meetings at a Later Date or Time

1. Select “Create a meeting for later”

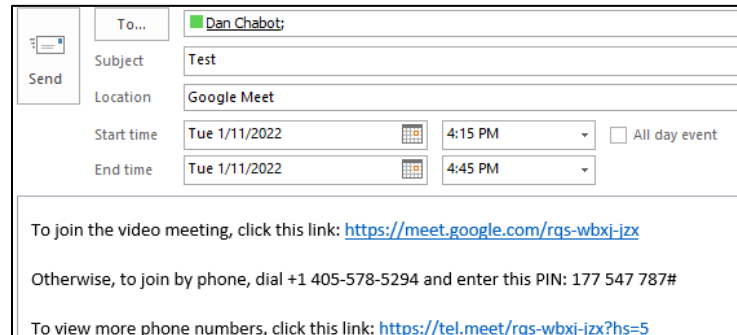


2. The pop-up window will give you the information needed for the other members of the meeting to join. Click the overlapping squares on the right to copy the information to paste into an email.



3. After copying the information, paste it into an email to send to those who will join the meeting. When it comes time for the meeting the other members of the group can follow the link or call in using the phone number / PIN provided in the email.

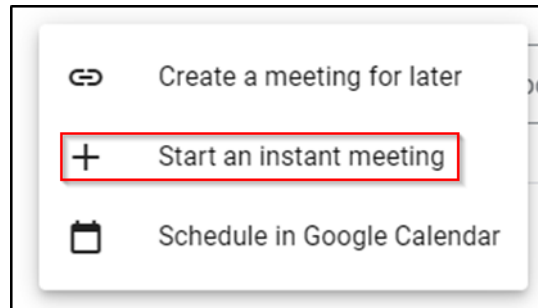
4. You may also paste the information into the body of an Outlook Meeting invite. This will allow the members of the meeting to be notified with the meeting information when it comes time.



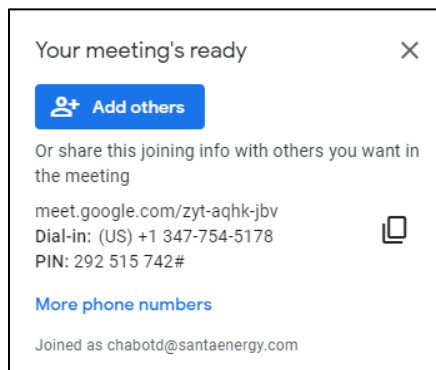
5. When it comes time for the meeting, as host, you may follow the same link that you provided the other members of the meeting. (If you lost the link check your sent email folder to find the email you sent to the other members)

For Starting a Meeting Instantly

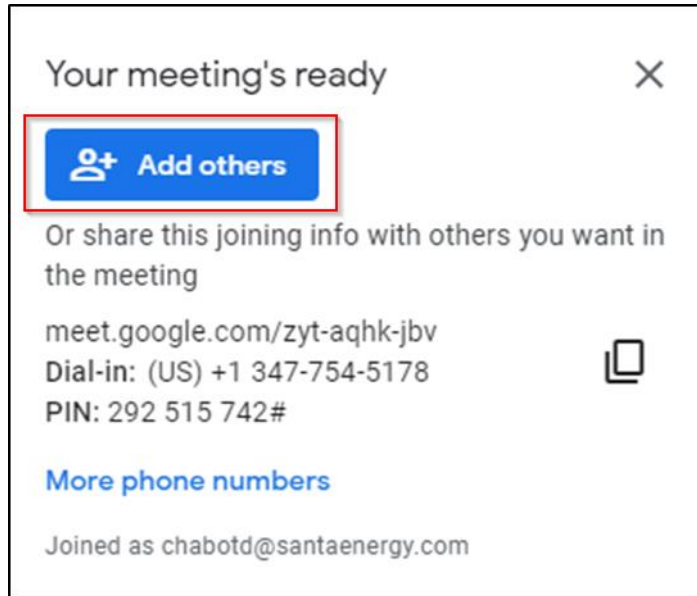
1. Select “ Start an instant meeting”



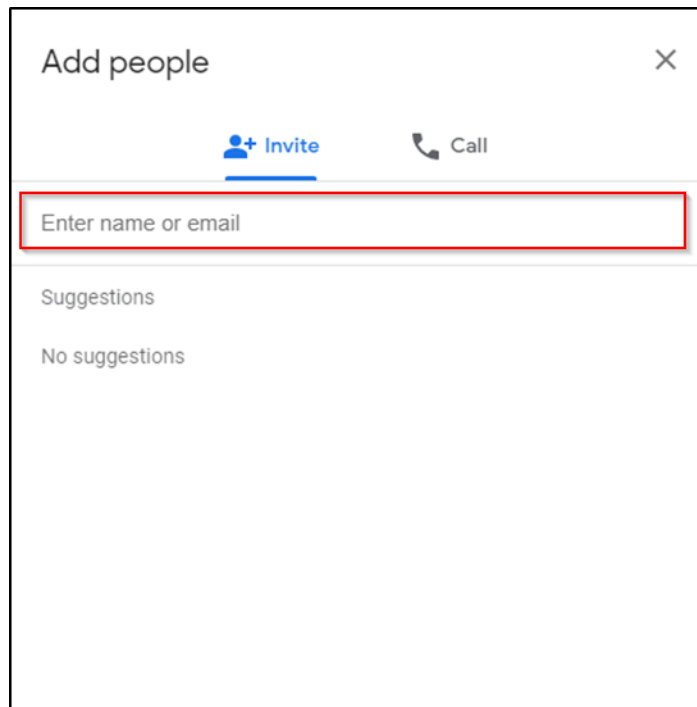
2. This will instantly put you in a new meeting as the host. The information needed to join the meeting will appear at the top left of the screen.



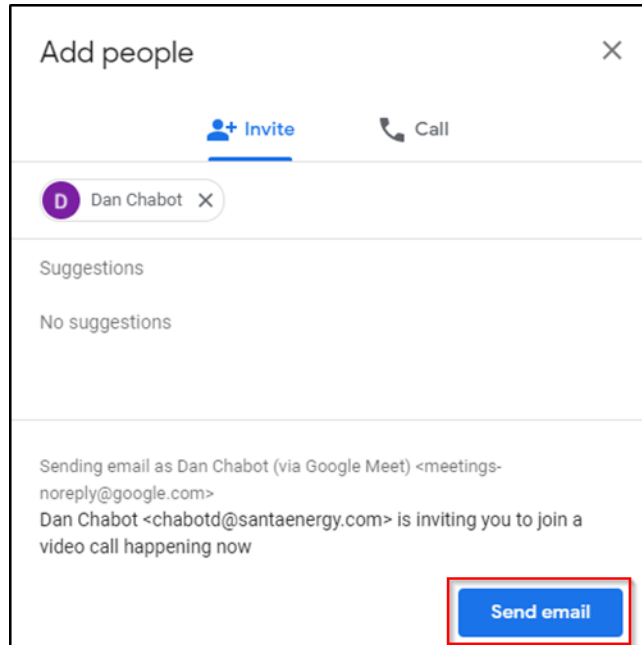
3. Click on the blue “Add others” button at the top of the pop-up window



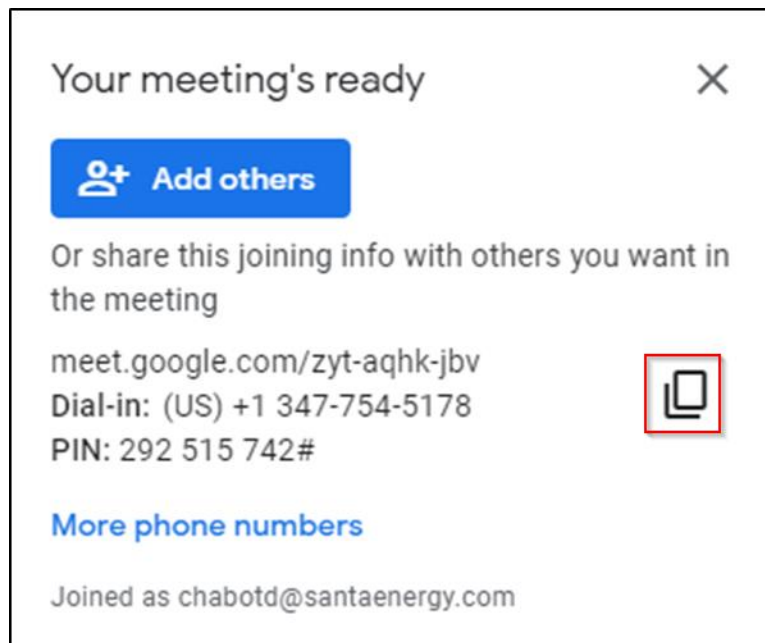
4. Another pop-up window will appear. This will allow you to send anyone with an email an invite to the meeting by entering the email address in the “Enter name or email” field and pressing enter. This process can be repeated multiple times depending on how many people need to be invited.



5. Once all emails have been entered, click the blue “Send email” button in the bottom left of the pop-up window. This will send all the email addresses entered instructions on how to join the meeting.

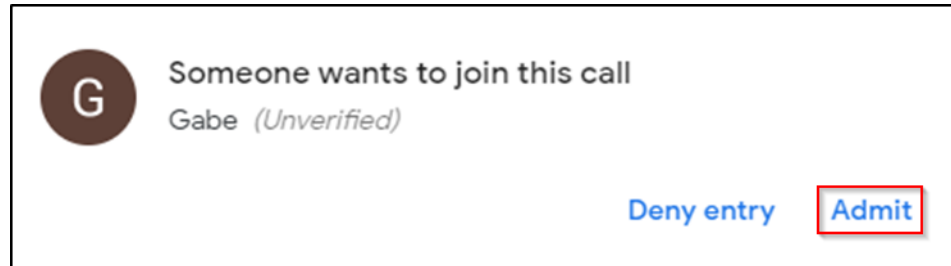


6. You may also click the overlapping squares on the right of the original pop-up window to copy the information to be pasted into an email or Outlook meeting email body.



Allowing Access to Meeting

1. Some members will have to be manually let into a meeting. When they try to join a pop-up window will appear at the top of the screen. Click “Admit” in the bottom of the pop-up window.



2. If the user trying to join is not a member of the meeting, you may click on “Deny entry” so that they cannot join.

