

# How to start or schedule a Google Meet video meeting

You can set up or start a new Google Meet video meeting from:

- Meet
- Gmail
- Google Calendar
- Google Chat (Mobile only)
- Another scheduling system

**Tip:** To make sure you don't join a meeting with an expired code and to better plan for the future meetings you create, check when meeting codes expire. Learn about meeting codes in Google Meet.





## Start a video meeting from Meet

1. Go to Google Meet.
2. Click **New Meeting**.
3. Select an option:
  - **Create a meeting for later:**
    - To share the meeting details for a future meeting, copy the meeting link and share with participants.
    - To directly start the meeting with this link, paste the link into a browser; or enter the link into the “Enter a code or link” field ➤ click **Join**.
  - **Start an instant meeting:** Create a new meeting and join the meeting directly.
  - **Schedule in Google Calendar:** To schedule a meeting, you're directed to [Google Calendar](#).

**Tip:** Google Workspace Essentials users can't schedule a meeting in Google Calendar.

## Start a video meeting from Gmail

1. Open Gmail.

2. In the Meet section, click **New meeting**.
3. To send the meeting invite via link or email, click **Send invite**.
  - To copy the meeting invite details, click Copy meeting invite .
  - To send an email invite, click **Share via email**.
4. When you're ready to join the meeting, click **Join now**.
5. Before you join your first meeting, make sure to allow permissions for your microphone and camera. Once you grant permission:
  - To turn your microphone on or off, click Microphone .
  - To turn your camera on or off, click Camera .
6. To join the call, click **Join now**.
7. To end the call, click Leave call .

Learn how to start or join a video call in Gmail.

# Schedule a video meeting from Google Calendar

When you create an event on Google Calendar, you can add a video meeting link.

- **Google Workspace users:** You can also add a dial-in number to the Calendar event.
- **Google Workspace Essentials users:** You can't schedule a meeting in Google Calendar.

**Important:** Guests can forward the meeting link to other people. If an uninvited person tries to join, a meeting participant from your organization must accept their request. For meetings organized by a personal Google Account, only the meeting creator can admit these participants.

1. In Calendar, create an event.
2. Click **Add guests**.
3. Enter the names or email of the people you want to invite.
4. Click **Save**.
5. To notify guests, click **Send**.

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