

Google Meet cheat sheet



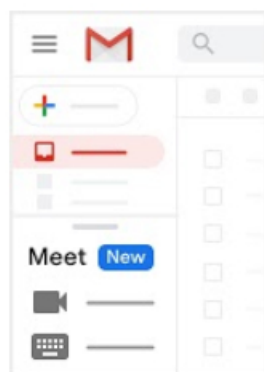
Hold video meetings on the go, virtual training classes, remote interviews, and more

Get Meet: [Web \(meet.google.com\)](https://meet.google.com), [Android](#), or [iOS](#)

1. Schedule or start a video meeting

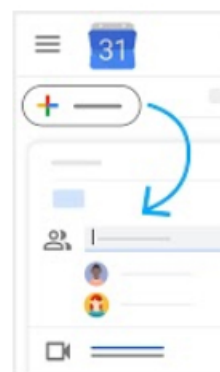
From **Gmail**:

1. In the sidebar, click **Start a meeting**.
2. Click **Join now** for a video meeting, or click **Join and use a phone for audio** for an audio-only meeting.



From **Calendar**:

1. Click **Create**.
2. Add your event details and guests.
3. Click **Add rooms, location, or conferencing**.
4. Click **Save**.

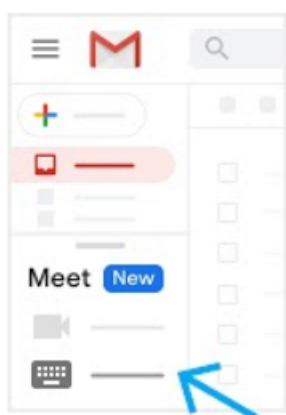


See other ways to [start a video meeting](#).

2. Join a video meeting

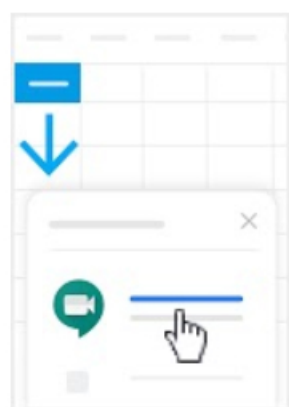
From **Gmail**:

In the sidebar, click **Join a meeting** and enter a meeting code.



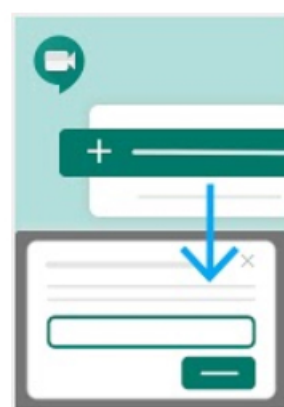
From **Calendar**:

Click the event, then click **Join with Google Meet**.



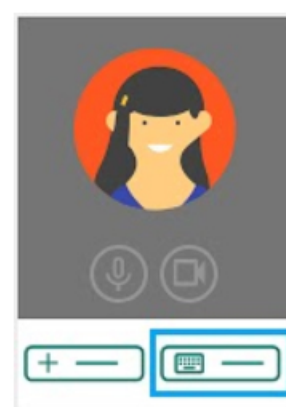
From **Meet**:

Join a scheduled meeting or use a meeting code.



From mobile devices:

Open the [Android](#) or [Apple® iOS® Meet app](#).



See other ways to [join a video meeting](#).

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

View meeting participants

Chat with meeting participants

Pin a participant

Remove a participant

See additional settings, such as recording the meeting, changing your video resolution, and changing layout

Share meeting details with guests

Turn microphone on or off

Leave meeting

Turn camera on or off

Share your screen or give presentations