How-To: Start a Google Meet video Meeting

Schedule a video meeting

Schedule a video meeting from Google Calendar:

It's easy to schedule a Meet video meeting in Google Calendar—just create an event and add your guests to it. A video meeting link and dial-in number (if you are a G Suite user) is added to a Calendar event either by inviting one or more guests to the event or by clicking **Add conferencing**.

> ⚠ **Note**
>
> Guests can forward the meeting link to other people. If someone tries to join who was not invited to the Calendar event, 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.

Steps are as follows:

1. In Calendar, create an event.
2. Click **Add guests** and enter the names or emails of the people you want to invite.
3. Click **Save**.
4. Click **Send** to notify guests.

Start a video meeting from Meet

For G Suite users (using Meet with a work or school account)

1. Go to Google Meet.
2. Click **Join** or **Start a meeting**.
3. Optional: Create a nickname for your meeting and enter the nickname. Click **Continue**.
4. Click **Join Now**.
5. To add someone to a meeting, choose an option:

   - Click Copy joining info 🖵 and paste the meeting details into an email or another app.
   - Click Add people 👤⁺ and choose an option:
     a. Under the Invite section, select a **name**, or enter **an email address** and click **Send invite.**
     b. Under the Call section, enter **a phone number** and press Call 📞.

For Non G Suite users (using Meet with a personal account)

1. Go to Google Meet.
2. If you have a meeting code, enter a code in the "Enter meeting code" field 〉 click **Join**.
3. If you want to start a new meeting, click **New Meeting**.
4. Choose an option:
   - **Get a Meeting Link to share:** This will generate a meeting link which you can share to meet now or later. Copy and paste the meeting link into a browser, or type the code into the "Enter meeting code" field 〉 click **Join**.
   - **Start an instant meeting:** Creates a meeting that you join now.
   - **Schedule in Google Calendar:** To schedule a meeting, you will be directed to Google Calendar.

Video meeting requirements

> ⓘ Before you start a video meeting, be sure you're using equipment that supports Google Meet.

Use a supported operating system

Meet supports the current version and the 2 previous major releases of these operating systems:

- Apple macOS
- Microsoft Windows
- Chrome OS
- Ubuntu and other Debian-based Linux distributions

Use a supported web browser

Meet works with the current version of the browsers listed below:

- Chrome Browser.
- Mozilla Firefox.
- Microsoft Edge.
- Apple Safari.

Meet has limited support in Microsoft Internet Explorer 11, and Microsoft Edge provides a better Meet experience. If you want to use Internet Explorer for Meet, you need to download and install the latest version of the Google Video Support plugin.

> ✅ **Tip**
>
> If your browser doesn't support Meet video meetings, you can dial in using the phone number and PIN, if provided by the meeting organizer.

Allow Meet to use your camera and microphone
Before you start using Meet, you need to allow access to your computer's camera and microphone.

Allow access the first time you use Meet

1. In a web browser, go to the Meet homepage.
2. Click **Start a new meeting**.
3. Click **Allow**.

Change the setting to allow access

If you aren't asked to allow access or if you blocked access before, you can change your settings.

1. In a web browser, go to the Meet homepage.
2. Click **Start a new meeting**.
3. At the top right, click Camera blocked ❌ .
4. Click **Always allow https://meet.google.com to access your camera and microphone**.
5. Click **Done**. The video meeting automatically connects. If you don't see the meeting reload, exit, and re-enter the meeting.

Additional hardware and network requirements

For Meet video meetings, you need:

- A broadband connection to the internet. For details, see Prepare your network.
- A built-in web camera or external USB camera.
  Note: Other devices, such as virtual cameras, might not work with Meet.
- 2.2 GHz Intel 2nd-generation i3/i5/i7, AMD equivalent or better, processor to support HD video.

Participant limits

G Suite edition	Number of participants
G Suite Education	100

Wrapping up

This article walked you through initiating Google Meet video meetings and configuring settings to help you conduct video conferences remotely.

Related articles

- How-To: Start a Google Meet video Meeting