

Google Meet cheat sheet

Participate in video meetings, virtual training classes, & remote interviews.

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






Start or join a video meeting on a mobile device

In the Gmail  or Meet app :



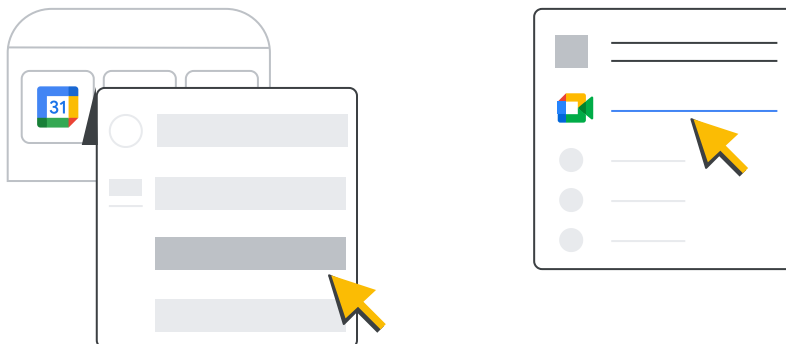
In Gmail, open Meet .

In Meet, you can:

-  Open options for starting a new meeting.
-  Join an existing meeting with a code or nickname.
-  Join a meeting on your calendar.
-  Share joining info.
-  Create and start a meeting instantly.

Note: If you don't see Meet  in Gmail, select Settings  > **See all settings** > **Chat and Meet** > **Show the Meet section in the main menu** > **Save Changes**.

In the Google Calendar app :



Open an event.

Tap **Join with Google Meet**.

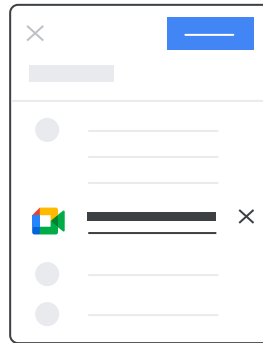
To start or join a meeting from a computer, see [Start a video meeting](#) or [Join a video meeting](#).

Schedule a video meeting

In the Meet app  or on a computer (mobile app shown):

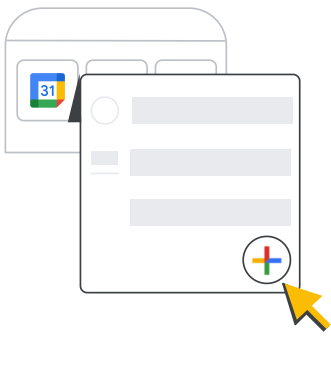


Tap **New meeting** >
Schedule in Google Calendar.

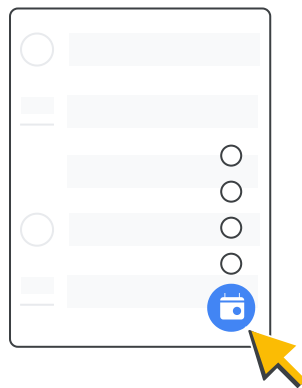


Add the event details and tap **Save**.
The event includes a link to the video meeting.

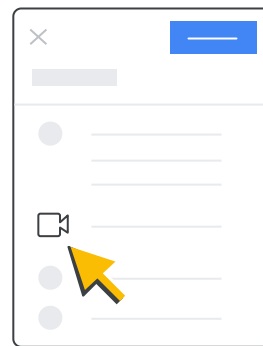
In the Calendar app :



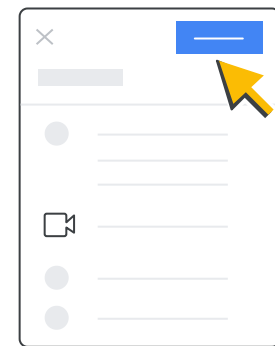
Tap Create +.



Tap Event .



Tap **Add video conferencing**.

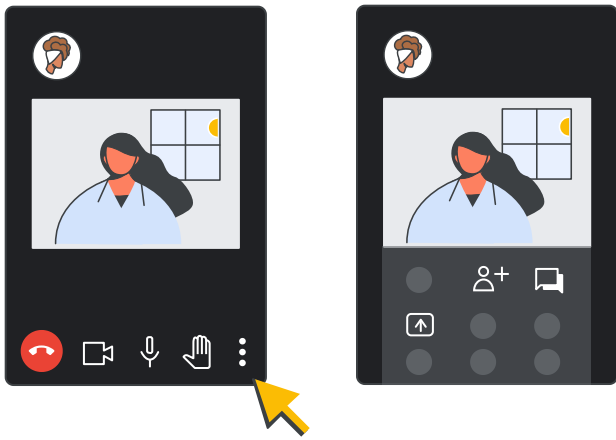


Add the event details and tap **Save**.

Add or view participants or present your screen

Meeting organizers with Google Workspace for Education can prevent participants from sharing their screen.

In the Meet app , during a meeting:



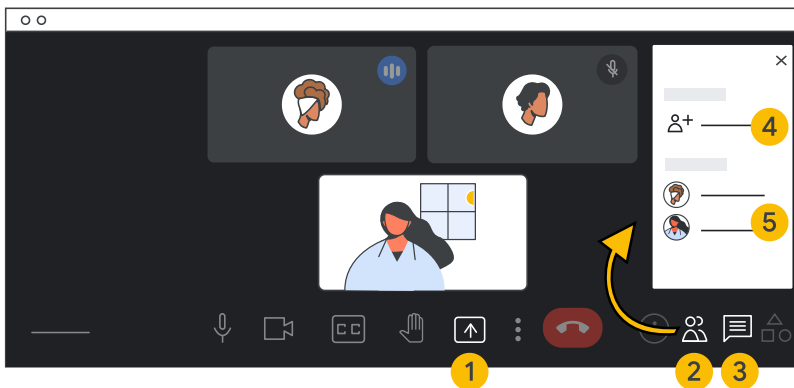
To add people to the meeting, tap Add others > **Share joining information**. By **In-call**, you can see the participants.

To chat and see the meeting thread, tap In-call messages .

To present and share files on your screen, tap Share screen .

Tap More for options.

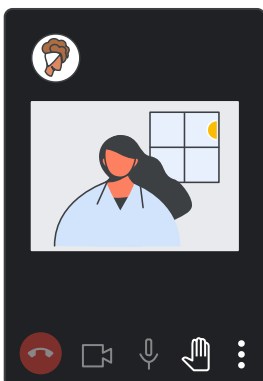
In Meet on your computer, during a meeting:



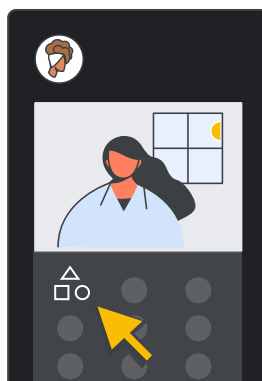
- 1 To share your screen, click Present now .
- 2 To see participants and add people, click Show everyone .
- 3 To chat with participants, click Chat .
- 4 To add participants, click **Add people**.
- 5 View the list of participants.

Raise your hand, take a poll, and more

In the Meet app .

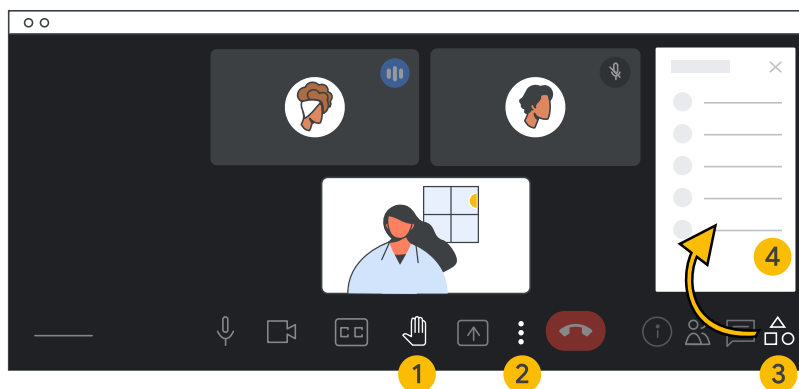





To ask a question, tap Raise hand . For more options, tap More .



To take a poll or start a Q&A session, tap More > Activities .

In Meet on your computer:



- 1 To ask a question, click Raise hand .
- 2 To change your background and other options, click More .
- 3 To create a whiteboard and other options, click Activities .
- 4 Split into breakout rooms, take a poll, start a Q&A session, record a meeting, or create a whiteboard.

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