



Google Meet Cheat Sheet



Hold video meetings, virtual training classes, remote interviews, and more.

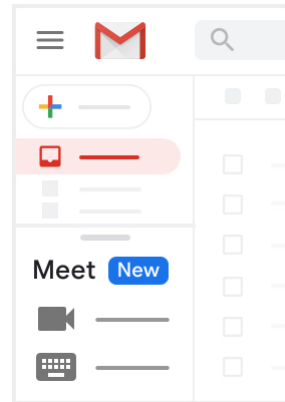
Get Meet: [Web \(meet.google.com\)](https://meet.google.com) , [Android](#) , or [iOS](#)

Note: CUSD staff members should always set up their Google Meets through their Google Calendars. Using the calendar configures Meets so teachers have control over students during meetings.


1. Schedule or start a video meeting

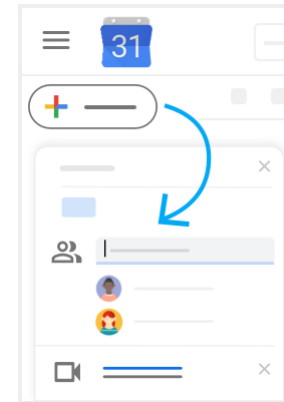
From [Gmail](#):

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](#):

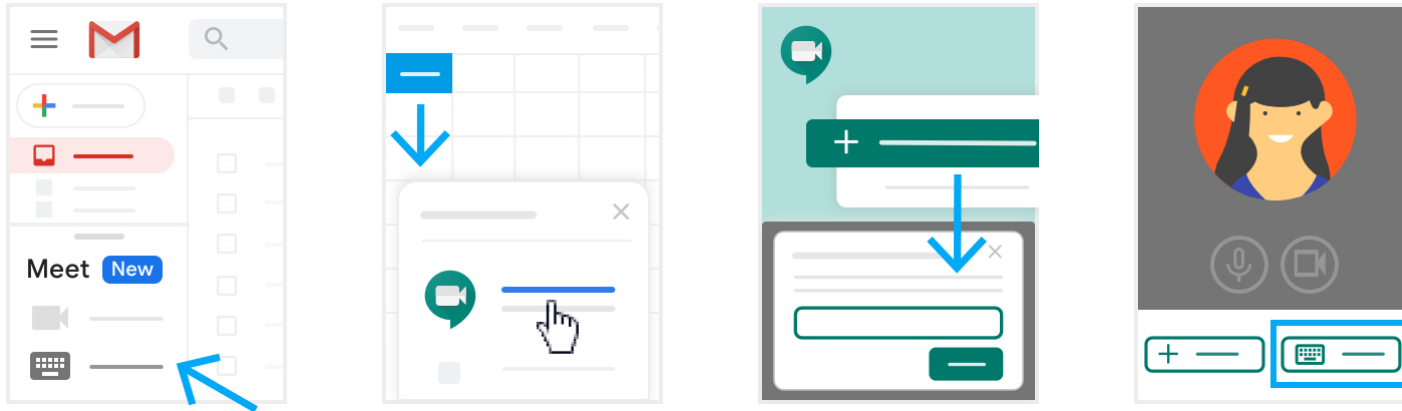
Click the event, then click **Join with Google Meet**.

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

