

Start and join video meetings with Google hangouts

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

Requirements for using Hangouts Meet

- A G Suite administrator needs to turn on Meet for your organization. If you cannot open Meet, [contact your admin](#) for help.
- To create a video meeting, you need to be signed in to a G Suite account.
- To join a video meeting, you need the Meet mobile app or a supported web browser. You do not need a G Suite account. For details, see [Supported web browsers](#).
- Anyone inside or outside of your organization can join by selecting the link or entering the meeting ID. Uninvited guests outside of your organization must be approved by a meeting participant in your organization, including users who aren't signed in to a G Suite account.

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.

Start a video meeting (computer)

Start a meeting from a browser, a mobile phone, a Google Calendar event that includes a video meeting link, and more.

Who can start video meetings?

To create a new Meet video meeting or add a link in a Google Calendar event, you must be signed in to a G Suite account. If you can't access Meet, contact your [G Suite administrator](#). Your administrator can enable Meet by following instructions in [this article](#).

Schedule a video meeting in Calendar

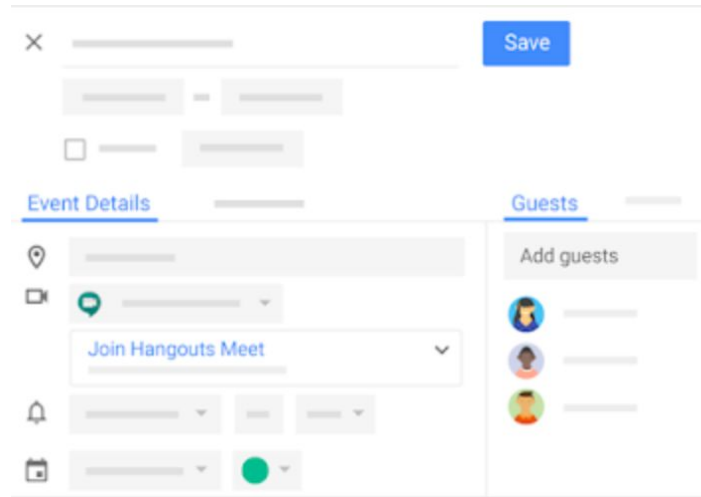
- Create a new event with a video meeting
- When you add a guest to an event, a video meeting link and dial-in number are added automatically.
 1. Go to [Google Calendar](#) and create an event.
 2. On the Guests tab, click Add guests and enter the email addresses.
 3. Click Save.
 4. Click Send to send the invites.

Guests receive an email with the event information and a link to the video meeting. 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.

Note: To manually add a video meeting, click Add conferencing.

Copy an existing video meeting from one event to another. You can use the same Meet conference details to schedule Calendar events.

1. In Calendar, open an event that has a conference call in edit mode.
2. Next to Join Hangouts Meet, click the Down arrow.
3. Next to Meeting ID, click Edit and paste or type an existing Meet URL.
4. Click Save.

The image shows a screenshot of the Google Meet 'Event Details' and 'Guests' interface. The 'Event Details' section on the left includes fields for meeting name, location, video settings, a 'Join Hangouts Meet' dropdown menu, notification settings, and a calendar icon. The 'Guests' section on the right has an 'Add guests' button and three placeholder icons for guest profiles. A 'Save' button is located at the top right of the form.

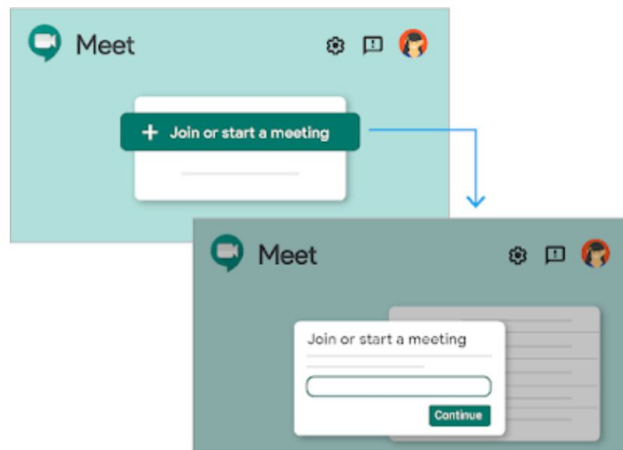
Start a video meeting from Meet

You can send the meeting link to people outside of your organization, but someone from within your organization needs to give them access to the video meeting.

1. In a web browser, enter <https://meet.google.com>.
2. Click Join or start a meeting.
3. Enter a nickname or leave it blank to start your own meeting. Click Continue.

Tip: You can pick any nickname and share it with other people in your organization as a fast way to all join the same meeting.

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:
 - Under the Invite section, select a name or enter an email address and click Send invite.
 - Under the Call section, enter a phone number and press Call.



Join a video meeting

With Meet, you can have video meetings with team members anywhere in the world, at any time—all from a computer or mobile device.

Who can join video meetings?

You can join video meetings if you were added to the Calendar event, or if you are in the same organization as the meeting organizer.

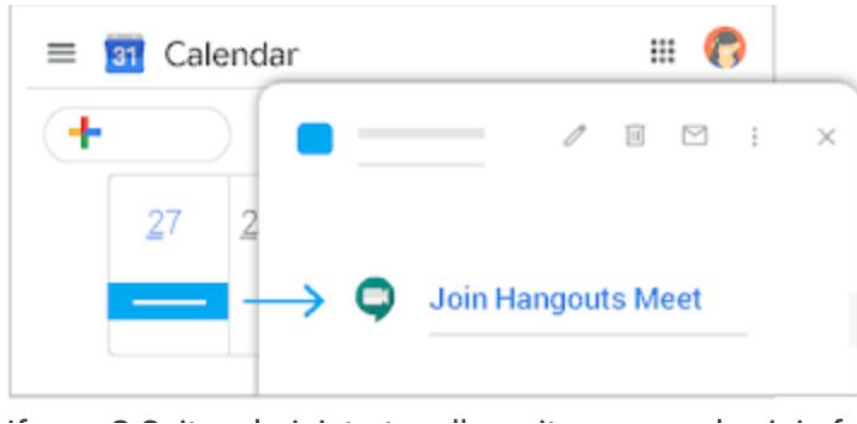
An existing participant might need to approve you if you try to join another organization's meeting or don't have a Google account.

A chime sounds when the first 5 people join the meeting. Additional participants do not chime when joining and are automatically muted.

Join from a Calendar event

See your scheduled meetings in Calendar and quickly join a video meeting.

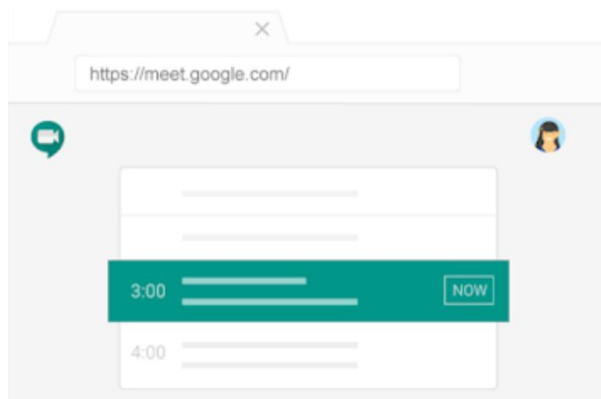
1. In [Calendar](#), click the event you want to join.
2. Click Join Hangouts Meet and in the window that opens, click Join Now.



Join from Meet

In Meet, you can select a scheduled event or you can enter a meeting code or nickname. Select a scheduled event:

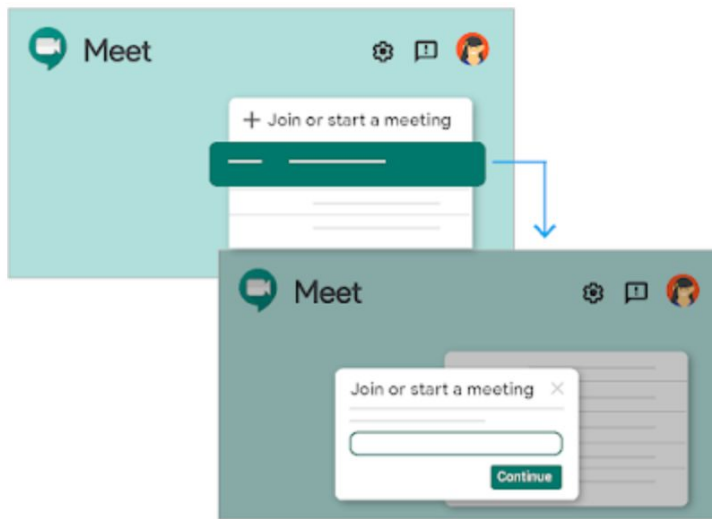
1. In a web browser, enter <https://meet.google.com/>.
2. Select the meeting from your list of scheduled events.
3. Click Join now.



Enter a meeting code or nickname:

1. In a web browser, enter <https://meet.google.com/>.
2. Click Join or start a meeting.
3. Enter a meeting code or nickname.
 - The meeting code is the string of letters at the end of the meeting link. You don't have to enter the hyphens.
 - You can pick any nickname and share it with other people in your organization as a fast way to all join the same meeting.

- If your organization has purchased and installed a [Meet hardware device](#), you can also type the meeting code or nickname into that device.
 - Leave the field blank to start a new meeting with a new code.
4. Click Continue and then Join now.



Join with a meeting link URL

Sometimes there isn't enough time to schedule a meeting and book a room. With Hangouts Meet, you can join an impromptu video meeting by clicking the meeting link URL sent to you in a text or email.

1. Click the meeting link sent to you in a chat message or email.
2. Follow the onscreen prompts to join the meeting.

An existing participant might need to approve you if you try to join another organization's meeting or don't have a Google account.

