




# Google Meetings – Quick Overview

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## Joining a meeting

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

- [Go to Google Meet](#).
- Click Join or Start a meeting.
- Optional: Create a nickname for your meeting and enter the nickname. Click Continue.
- Click Join now.
- 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 .

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

- [Go to Google Meet](#).
- If you have a meeting code, enter a code in the “Enter meeting code” field > click Join.
- If you want to start a new meeting, click New Meeting.
- 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](#).

## Scheduling a meeting

- In [Calendar](#), create an event.
- Click Add guests and enter the names or email of the people you want to invite.
- Click Save.
- Click Send to notify guests.





Schedule a video meeting from Microsoft® Outlook®:

- To schedule a meeting with Outlook®, go to [Add Meet video meetings to Outlook](#).

# Add people to a video meeting in progress




You can invite people and remove people during a video meeting. You can invite people outside of your organization who haven't already been added to a Calendar event. Someone from your organization must first allow them to attend the meeting. For meetings organized through your personal Google account, only the moderator can in-call invite or admit participants into the meeting.

Choose an option:

1. On the right, click People  > Add people .
  2. Enter the name or email address  Send invite.
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1. In the bottom left corner, click the meeting name.
  2. Click Copy joining info .
  3. Paste the meeting details into an email, or other app, and send it to the person.

# Remove people during a video meeting

Important: You need to be in the same organization as the meeting organizer to remove someone from a video meeting.

1. On the right, go to People .
2. Point to the person, and then click Back arrow .
3. Click Remove .

For meetings organized through your personal Google account, only the meeting moderator can remove people from a video meeting.

# Pin, mute, or remove Google Meet participants

The following people can mute or remove video meeting participants:

- Meeting creator
- Calendar event owner
- Person who sets up a meeting on an in-room hardware device

Important: Participants (both in-domain and out of domain) who are removed from the meeting can't request access to re-join the meeting. If a participant's requests to join a meeting are denied twice, they won't be able to request to join the meeting again. In these cases, the meeting organizer can [manually invite them back into the meeting](#).

## Pin

In a participant's thumbnail image, click Pin . The participant is pinned in your view only.

## Remove a participant



Meetings organized through a G Suite account: A participant from the domain that organized the video meeting can remove another participant, if necessary.


Meetings organized through a personal Google account: Only the event moderator can remotely remove another participant.

In a video meeting, click the Back arrow  point to the person,  click Remove .

## Mute a participant's microphone




If you have feedback or hear background noise while in a video meeting, you might want to mute other people's microphones. For meetings organized through a personal account, only the meeting moderator can mute other participants.

To mute others, next to the person's thumbnail, point to Volume  Mute .

Tip: For privacy reasons, you cannot unmute another person. Ask the participant to unmute their audio. To mute or unmute yourself, at the bottom of the video window click Mute . Phone participants can press \*6 to unmute their phone. Any participant can mute. People who dial-in by phone can also mute.

# How to view people in meetings

You can change the number of participants you see on your screen. The number of tiles may change depending on the size of your browser window.

1. On a computer, [join a video meeting](#).
2. At the bottom right, click More   Change layout . Choose an option:
  - Auto: The view that Meet chooses for you. By default, you'll see 9 tiles on your screen.
  - Tiled: The view that can show up to 49 people at the same time. By default, you'll see 16 tiles on your screen.
  - At the bottom of the window, move the slider to the number of tiles you want to see on your screen.
  - Spotlight: The active speaker or shared screen fills the entire window.
  - Sidebar: The main image is of the active speaker or shared screen. You'll see thumbnails of additional participants on the side.
3. Your new layout preference is automatically saved, but the number of tiles will revert back to the default setting at the start of every meeting.



Tip: When you choose a new layout, your preference is automatically saved. To return to the default layout, click Auto.

# View yourself in a video meeting




You can choose whether or not you would like to see yourself appear alongside other participants in a meeting. You will not see yourself among participants if you select the Spotlight layout or have pinned another participant.

## Enable self view in a video call:

Important: Your self view is off by default and your preferences are saved for later calls.

- On the top right corner of your screen, hover over your self preview > click Show in a tile .
- On the People panel, click Show in a tile .


## Turn off self view in a video call:

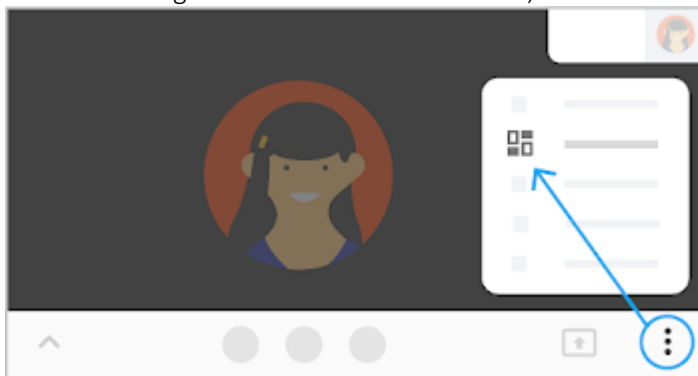
- On the top right corner of your screen, hover over your self preview > click Remove tile .
- On the People panel, click Remove tile .
- Hover over your tile in the video grid > click Remove tile .

Tip: When your self view is turned off, you can still see yourself in a small preview in the top right corner of the screen.

Important: You can view yourself in a meeting even if someone else presents.

## Change the layout

1. [Join a video meeting on a computer.](#)
2. In the lower-right corner of the Meet screen, click More  Change layout.






3. In the Change layout box, select the layout that you want to use on your computer.

Tip: Click a participant's image to pin them to your screen. Pinning a participant only applies to your screen.

## Use captions in a video meeting

You can make it easier to follow what's being said in meetings by turning on captions, which show text of the conversation. Note: If you record a video meeting, captions are not recorded and don't appear when you play the recording.

At the bottom of the Meet window, click Turn on captions  or Turn off captions . You might have to click More  first. Tip: If the captions are covered by your call controls, click anywhere else inside the Meet window to dismiss them.