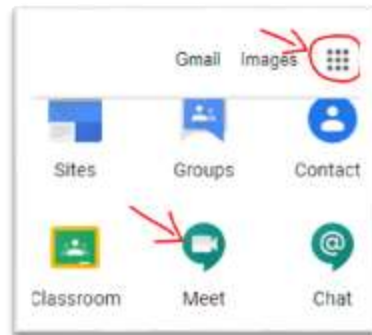


FPCS Google Hangouts Meet

How to Create a Google Meet

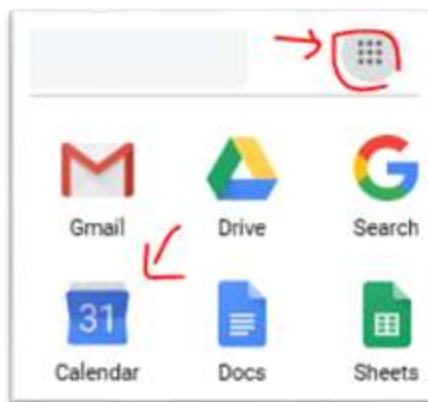
1. Open Chrome browser.
2. Login to google.com using your Friendshipschools.com email address and password. (make sure that you are not logged on to Google with a personal account)
3. To start or join a Google meeting, go to “Meet” by clicking app launcher icon.



(Alternatively, go directly to <https://meet.google.com/>)

How to Schedule a Google Meet

1. Go to Google calendar by Clicking the google app launcher icon and select calendar.

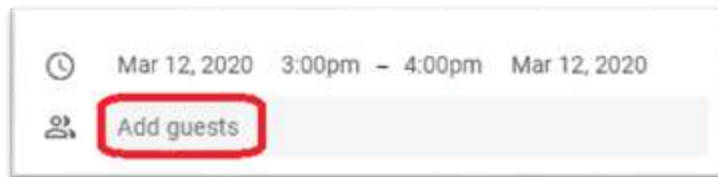


(Alternatively, go directly to <https://calendar.google.com/>)

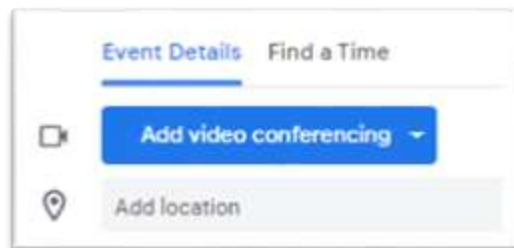
2. Click the day of the month that you want to create the Google Meet and click Create.



3. Choose the time for your meeting, add guests and enter the email addresses of the participants.

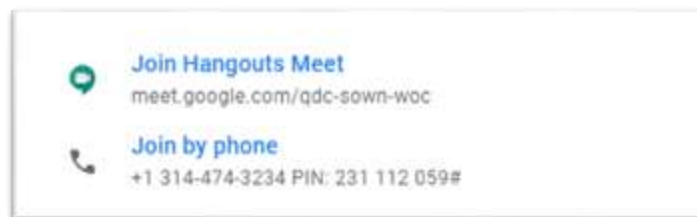


4. Click Add Video conferencing.



5. Click Save.

6. You can invite the participants from the google calendar/meet entry that you created OR copy the meeting details to your Outlook Calendar and proceed.



Google Meet - more details/How to;
[Click here](#)