

Google Meet cheat sheet



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

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

1. 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.

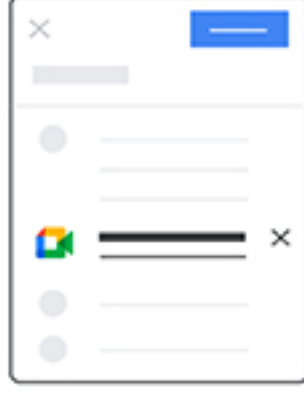
To start or join a meeting from a computer, see [Start a video meeting](#) or [Join a video meeting](#).

2. 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 .



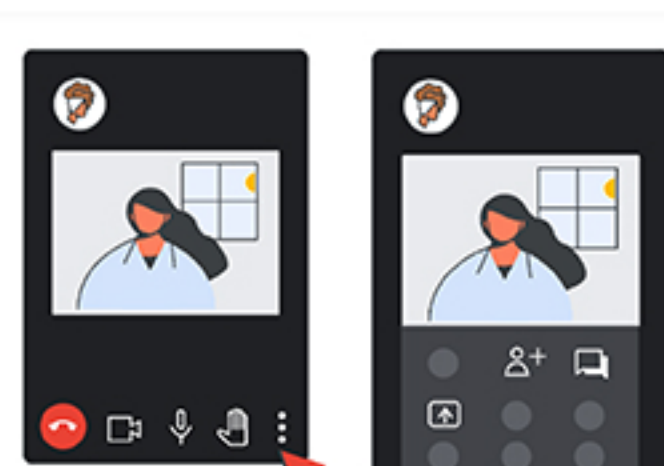
Tap Add video conferencing.



Add the event details and tap Save.

3. Add or view participants or present your screen

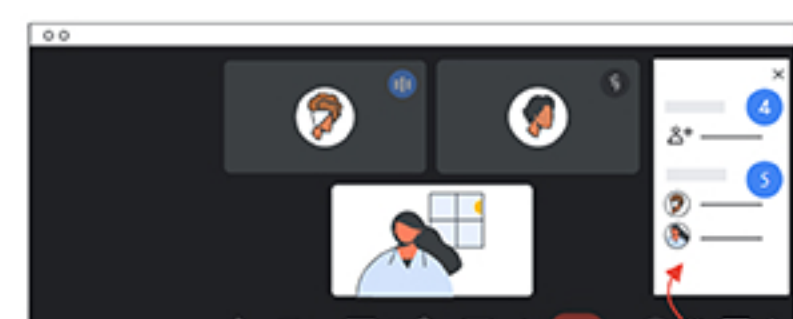
In the Meet app , during a meeting:



Tap More for options.

- To add people to the call, 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 .

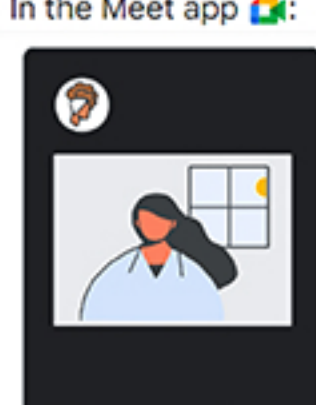
In Meet on your computer, during a meeting:



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

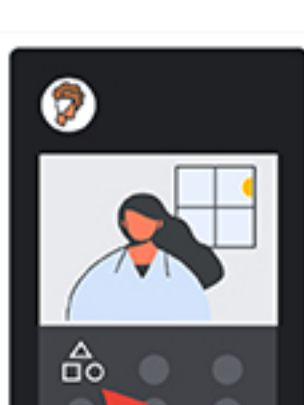
4. Raise your hand, take a poll, and more

In the Meet app :



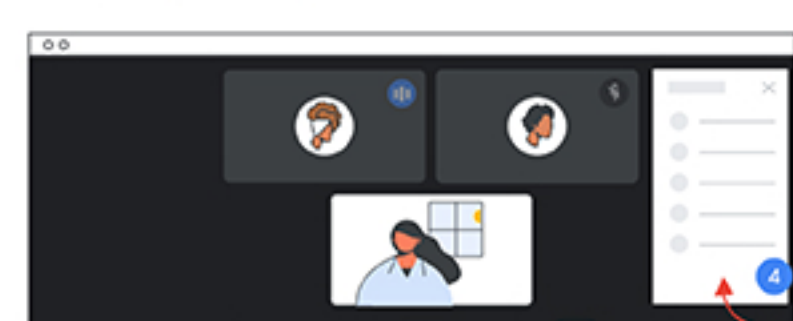
To ask a question, tap Raise hand .

For more options, tap More .



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

In Meet on your computer:



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