Google Meet in Gmail quick start
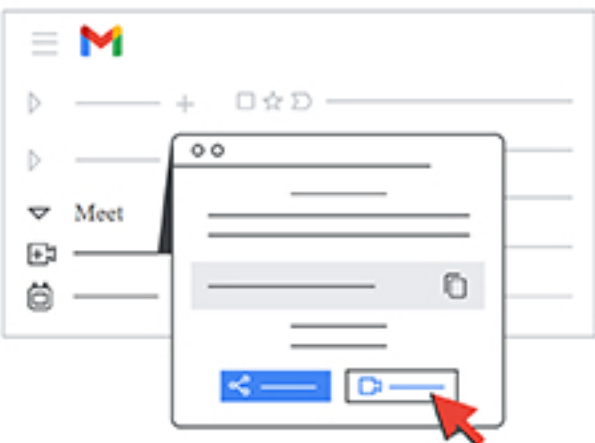
Start and join video meetings from Gmail on the web.
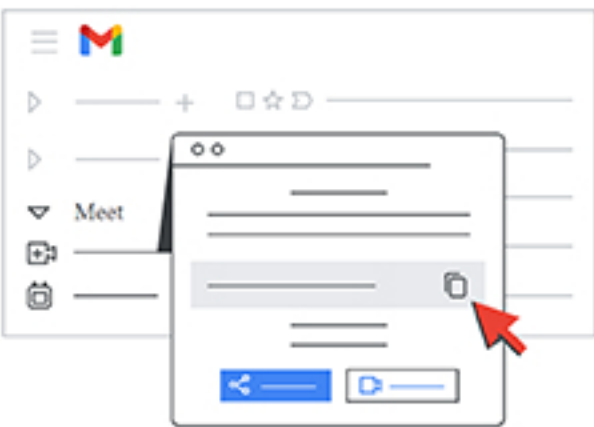
1. Start a video meeting from Gmail

1. Open Gmail and in the sidebar, under **Meet**, click New meeting.
   Note: If you don't see Meet in Gmail, check your Gmail settings.
2. In the **Share your new meeting** window, click **Join now.**
3. If you want to join using your computer's camera for video and microphone for audio, click **Join now.**
4. If you want to dial in by phone, click **Join and use a phone for audio** and follow the on-screen prompts.

2. Invite participants

1. Open Gmail and in the sidebar, under **Meet**, click New meeting.
2. In the **Share your new meeting** window, choose an option:
   - To share the meeting link with someone, click Copy > paste an email or chat message.
   - To send someone the meeting invite, click **Send invite** > **Copy meeting invite** and send the joining details in an email or chat message.
   - To invite someone by sending them an email:
     a. Click **Send invite** > **Share via email.**
     b. Enter names or email addresses.
     c. Click **Send.**
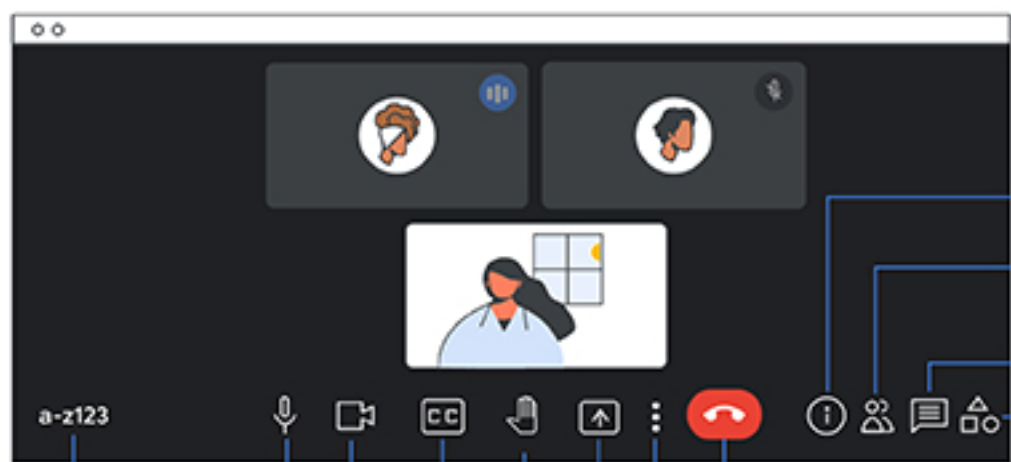

3. Join a video meeting from Gmail

1. Open Gmail and in the sidebar, under **Meet**, click **My meetings.**
2. Choose an option:
   - Click **Join a meeting** and enter a meeting code.
   - Point to a meeting on the left under **My meetings** .
3. Click **Join.**

4. Customize video settings, interact with participants, or share your screen

- Share meeting details with guests
- View, remove, and pin participants, and invite more people
- Send chat messages
- Use Breakout rooms, Polls, Q&A and other meeting features
- Meeting code
- Turn mic on or off
- Turn camera on or off
- Turn captions on or off
- Raise your hand
- Leave meeting
- Change settings, background, layout, and more
- Share your screen or give presentations