Google Meet cheat sheet

Hold video meetings, virtual training classes, remote interviews, and more.
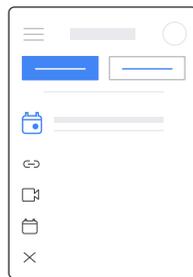
Get Meet: Web (meet.google.com) , Android , or iPhone & iPad

1. Start or join a video meeting on a mobile device

In the Gmail M 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 📅:

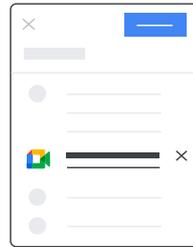Open an event.   Tap **Join with Google Meet**.

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
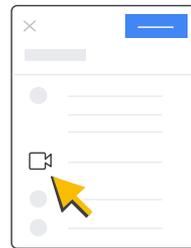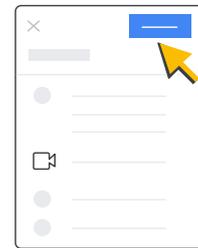meeting.

In the Calendar app 📅:

Tap Create ＋.

Tap Event 📅.
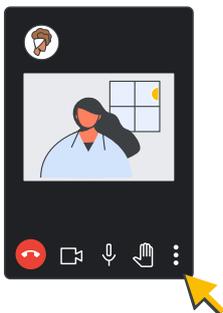
Tap **Add video
conferencing**.
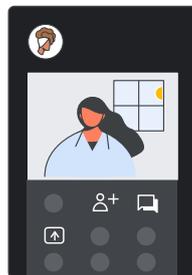
Add the event details and
tap **Save**.

3. Add or view participants or present your screen

*Meeting organizers with Google Workspace for Education can prevent participants from sharing
their screen.*
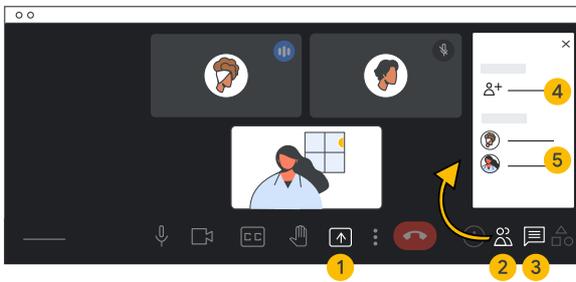

In the Meet app 📹, during a meeting:

- To add people to the meeting, 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 ⬆️.

Tap More ⋮ for options.

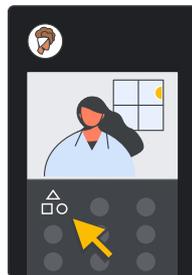In Meet on your computer, during a meeting:

1. To share your screen, click Present now ⬆.

2. To see participants and add people, click Show everyone 👥.

3. To chat with participants, click Chat 💬.

4. To add participants, click **Add people**.

5. View the list of participants.

4. Raise your hand, take a poll, and more
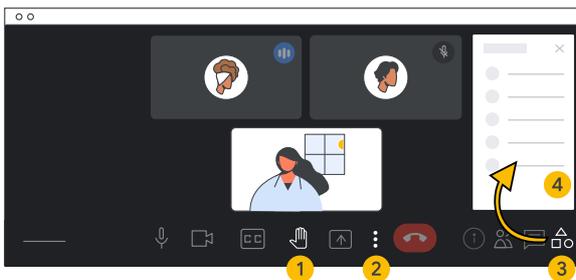
In the Meet app 📹:
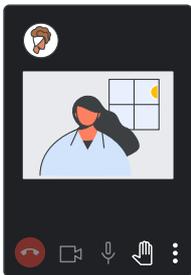
To ask a question, tap Raise hand ✋. For more options, tap More ⋮ .

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

In Meet on your computer:

1. To ask a question, click Raise hand ✋.

2. To change your background and other options, click More ⋮ .

3. To create a whiteboard and other options, click Activities 🔺.

4. Split into breakout rooms, take a poll, start a Q&A session, record a meeting, or create a whiteboard.