Schedule a Google Meet Conference using Google Calendar

To start, make sure you are logged into your Mount Email account.

Click on the Google apps at the top right-hand corner and click on "Calendar" icon or go to calendar.google.com
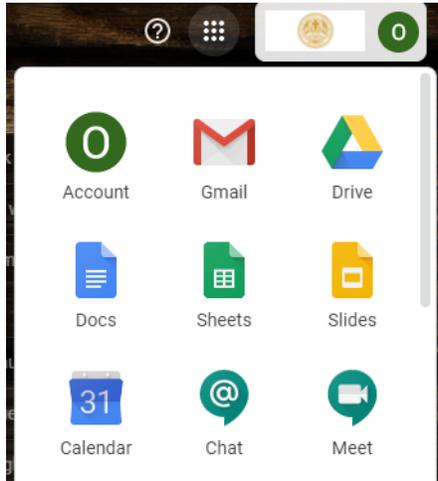
Click on "**+ Create**"
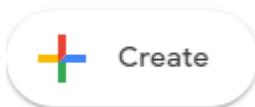
Add a title the Date and time of the meeting. Enter the student or students' names or emails that you need to invite (if you have created a group, you can also send it to the group) This will Send an invite to the students
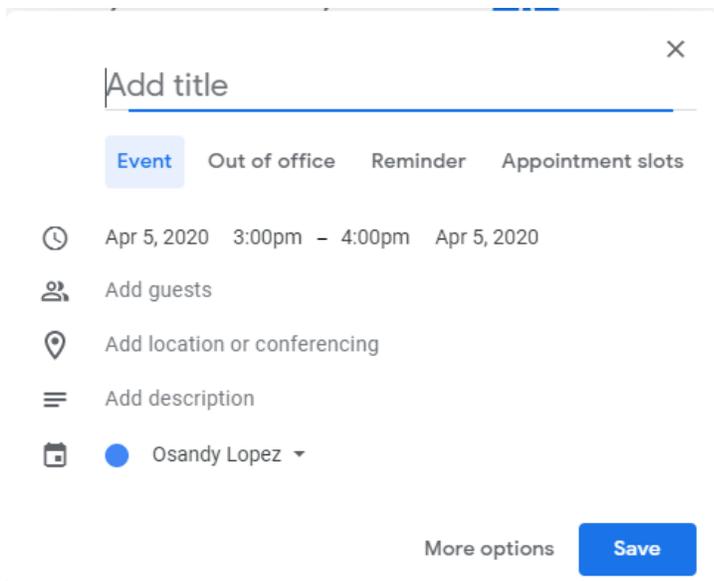
Click on "**add Conferencing**". This will add a conference link that can be used on that date for the meeting Then Click on "**Save**"