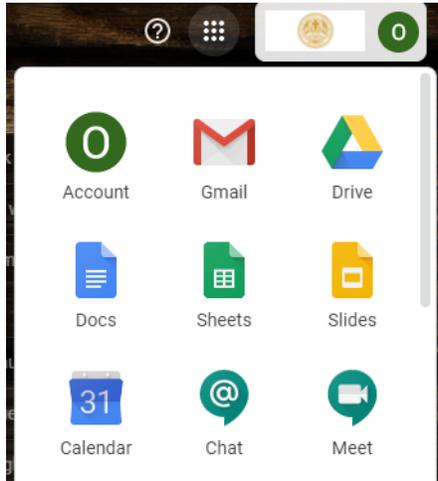




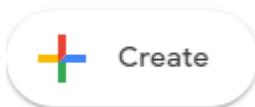
## Schedule a Google Meet Conference using Google Calendar

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

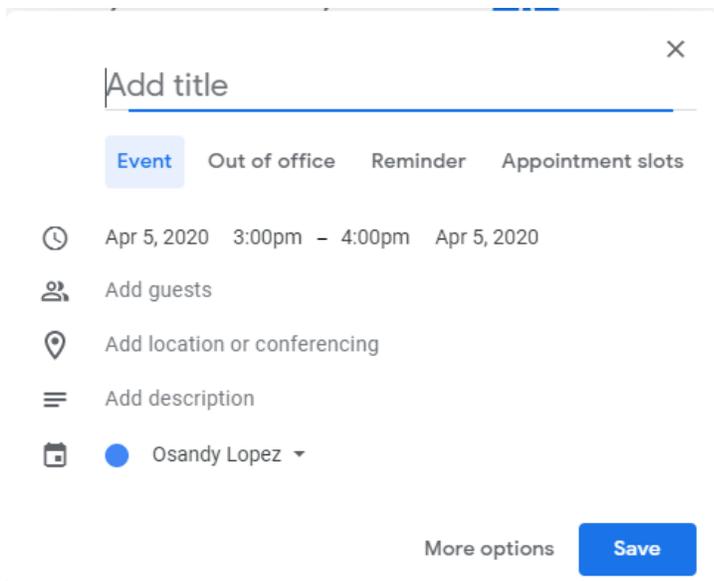
Click on the Google apps at the top right-hand corner and click on “Calendar” icon or go to [calendar.google.com](https://calendar.google.com)



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**”

×

Add title

**Event** Out of office Reminder Appointment slots

🕒 Apr 8, 2020 4:30pm – 5:30pm Apr 8, 2020

👤 Add guests

📍 Add location

📺 Add conferencing

☰ Add description

📅 ● Osandy Lopez ▾

More options **Save**