

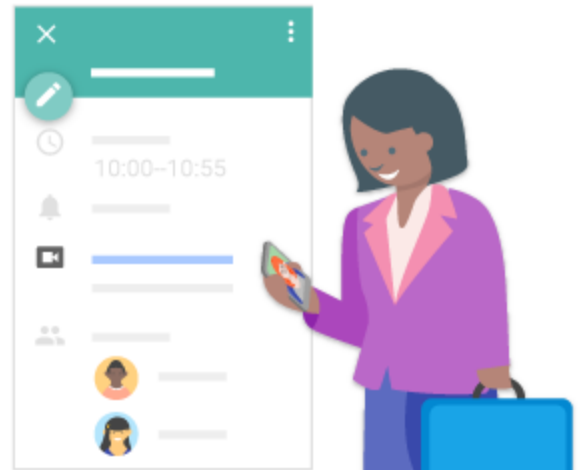
Join a Hangouts Meet video call

In G Suite, it's easy to join a video call in Hangouts Meet with the meeting link. The link is created and sent automatically to guests when you schedule the meeting in Google Calendar.

You can also start a Hangouts Meet video meeting and invite guests after you start the meeting. You'll be prompted to accept their request to join the meeting.

Watch a quick [Hangouts Meet video overview](#).

Note: The first time you use Hangouts Meet, a pop-up appears. Click **Allow** so Meet can use your camera and microphone. (You must do this on every computer that you use.)



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1 Join a Hangouts Meet video call

1.1 From Calendar:

1. From any view (Month, Week, Day), click the event.
2. Click **Join Hangouts Meet**.
3. In the new Hangouts Meet window that opens, click **Join Meeting** to get on the meeting.


1.2 From a meeting link sent to you by email

1. Open the email with the meeting invitation.
2. In the email, under **Joining info**, click the meeting link. Hangouts Meet will open in a new tab in Chrome.
3. Click **Join Meeting** to get on the meeting.
If you're not a user in the G Suite account of the person who started the meeting, click **Ask to join meeting**. The meeting organizer will see that you're trying to join the meeting and will have to approve the request before you can join.

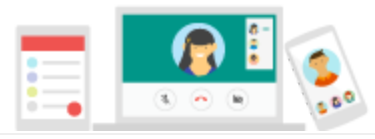
2 Explore options on a video meeting

2.1 Invite someone to the meeting


When you create a Hangouts Meet video meeting from Calendar, your guests will automatically receive the link to join the meeting. But you can also invite someone directly from a Hangouts Meet video meeting, even if you didn't send the invite originally.

1. Start your Hangouts Meet video meeting.
2. If there's no one else in your meeting, a pop-up appears with the meeting link. Click the meeting link where it appears. Otherwise, at the bottom left of the screen, click the Up arrow  next to the name of the meeting.
3. Copy the link that you need to send to your guests: Under **Joining info**, click **Copy Info**.
4. Paste the link in an email and send it to your guests.
When they click on the link, you'll be prompted to accept their request to join.

Note: You'll see who's on your call under the **People** section on the side.




2.2 Turn off (mute) your microphone

Your microphone is on by default. To mute it, at the bottom of your video meeting window, click Microphone . The icon turns red when your microphone is off. You'll be able to hear what's being said in the meeting but the attendees won't hear you.


Click the icon again to turn it back on.

2.3 Turn off your camera

Your camera is on by default. To turn it off, at the bottom of your video meeting window, click Video camera . The icon turns red when your camera is off. Participants in the meeting will see your Hangouts Meet profile photo.

Click the icon again to turn it back on.

2.4 End the video meeting

To end the video meeting, hover at the bottom of the screen and click Leave call .

2.5 Share your screen

Present to the group by sharing your screen while on a Hangouts Meet video meeting.

See how to [share your screen](#).