



**CROSSROADS**  
*Professional Coaching*

# Setting Up an Online Google Meeting

An Easy Remote Teleconference Solution



## WHY USE GOOGLE HANGOUT?

### Easy Remote Access

Google Hangout Meetings allow remote teams to join online video conferences via Google Chrome or the Google Hangout app. Just set up a meeting and share a link. No worrying about whether teammates, clients, or customers have the right accounts or plug-ins.

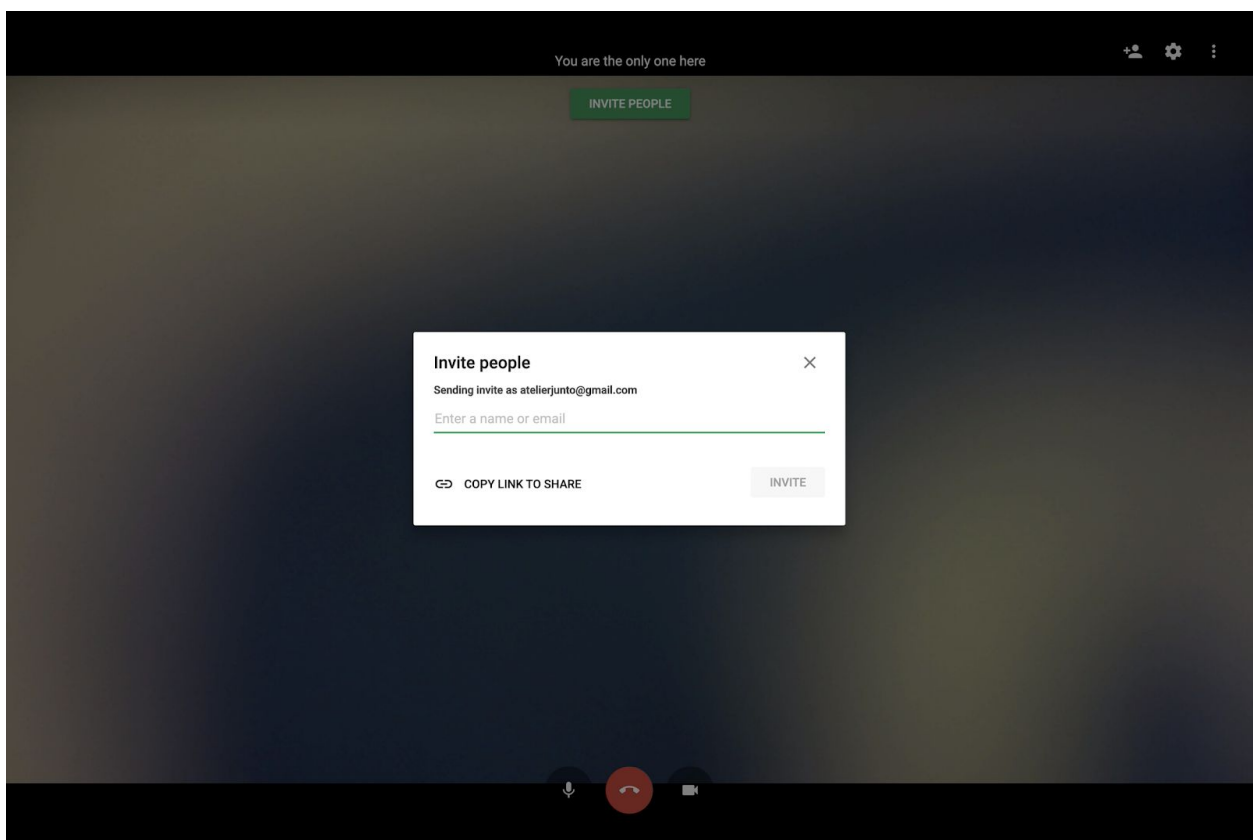
### Requirements

In order to access a Google Video Hangout, the user will need:

- Google Chrome browser for desktop users. Download Google Chrome [here](#).
- [Google Hangout app](#) on mobile or tablet for mobile participants.
- The meeting creator must have a Google account (free or business). Don't have one? Set one up [here](#).
- A link to the Hangouts Meeting (sent by the creator).

## INSTRUCTIONS

Here's a brief intro video we have created that shows you how to set up a Google Hangout Meeting from your Google account: [https://youtu.be/JzTPuKAI SiM](https://youtu.be/JzTPuKAISiM)

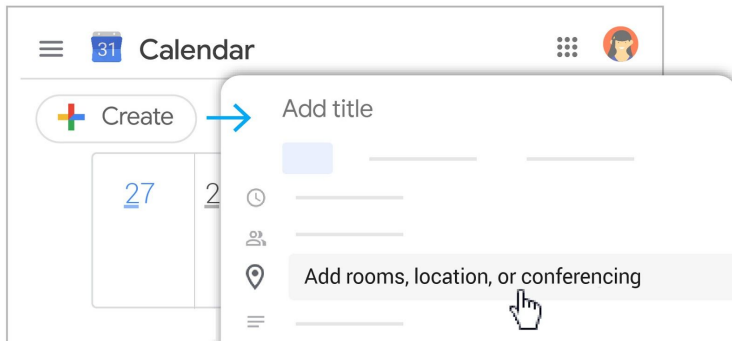


For A Quick Start Guide on setting up a Hangout Meeting from your Google calendar, check out the page below with screenshots!

# Google Meet Quick Start

Join impromptu meetings on the go, virtual training classes around the world, remote interviews, and much more.

## 1. Schedule a video meeting from Calendar.



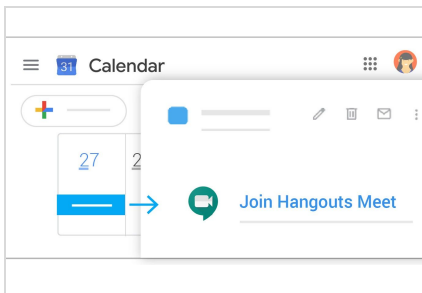
1. In Calendar, click **Create**.
2. Add your event details and guests.
3. Click **Add rooms, location, or conferencing**.
4. Click **Save**.

See other ways to [start a video meeting](#).

## 2. Ask participants to join your video meeting.

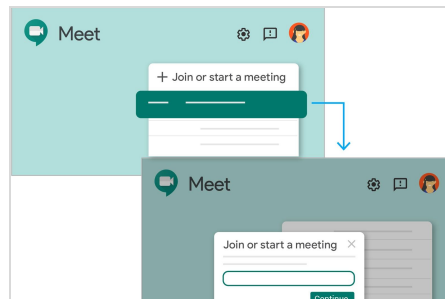
### From Calendar:

Click the event, then click **Join Hangouts Meet**.



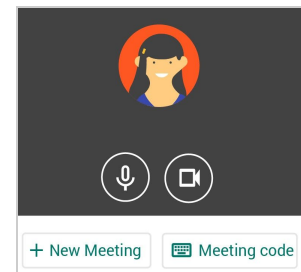
### From Meet:

Join a scheduled meeting or use a meeting code.



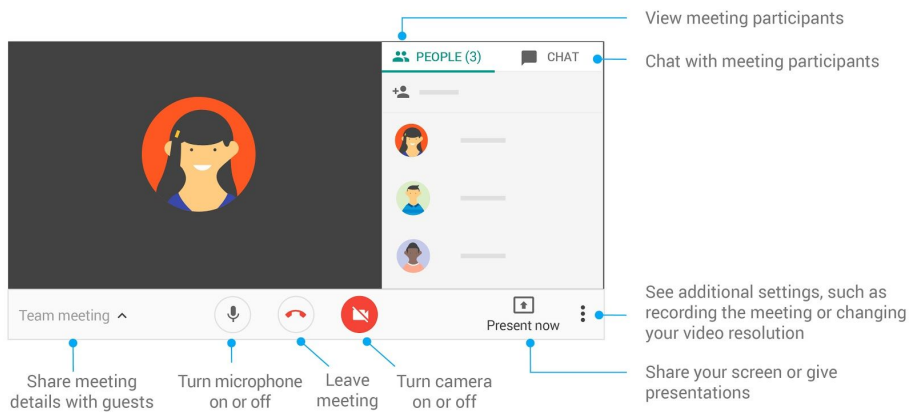
### From mobile devices:

Open the Meet app on [Android](#) or [Apple® iOS®](#) devices.



See other ways to [join a video meeting](#).

## 3. Customize your video settings and collaborate with your team.



For more Hangouts Meet help and training resources, visit the [G Suite Learning Center](#).