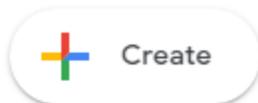


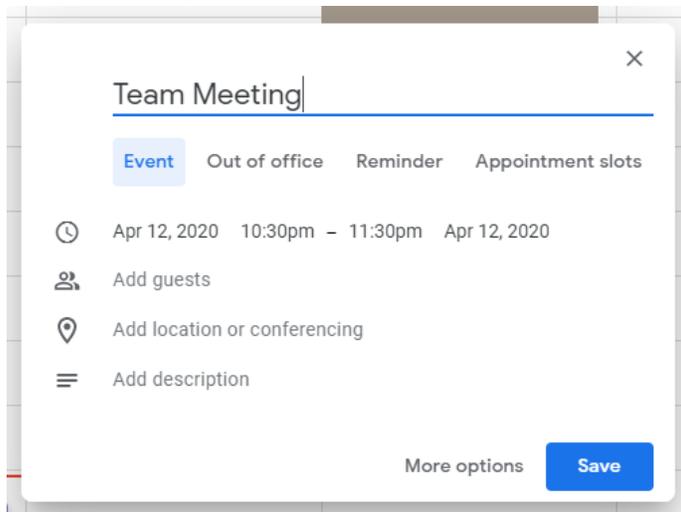
Scheduling a meeting via Google Meet

Instructions

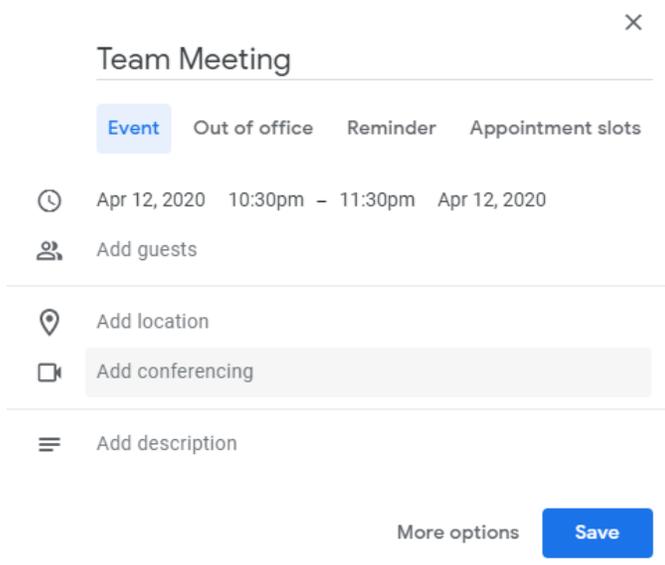
1. Go to <https://calendar.google.com/>
2. Sign in with your [Identikey username]@colorado.edu and your Identikey Password
3. Click Create



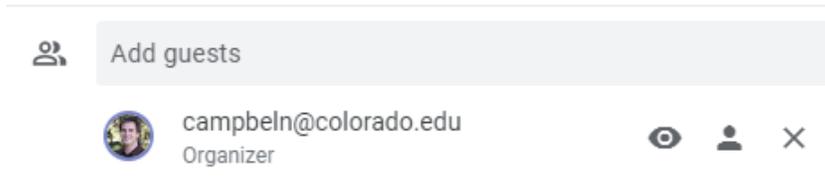
4. Enter a meeting title, select a date and time

A screenshot of the Google Calendar event creation modal. The title "Team Meeting" is entered in the text field. Below the title are four tabs: "Event" (selected), "Out of office", "Reminder", and "Appointment slots". The date and time are set to "Apr 12, 2020 10:30pm - 11:30pm Apr 12, 2020". There are four rows of options: "Add guests", "Add location or conferencing", and "Add description". At the bottom right, there are two buttons: "More options" and "Save".

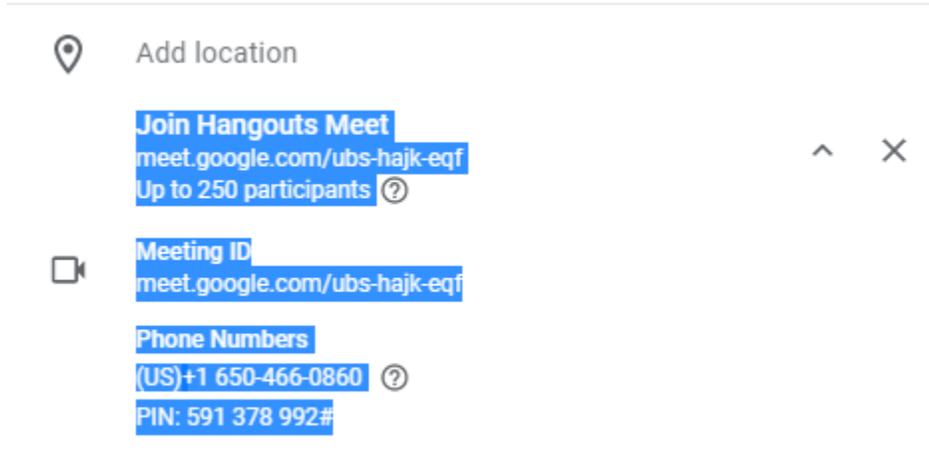
5. Click "Add location or conferencing" and select "Add conferencing"

A screenshot of the Google Calendar event creation modal, similar to the previous one, but with the "Add conferencing" option selected. The "Add conferencing" row is highlighted with a light grey background. The "Add location or conferencing" row is now empty. The "Save" button is still visible at the bottom right.

6. Click “Add guests” and enter the emails of those you wish to invite



7. To share the conference link or phone numbers with others, click the down arrow next to the Join Hangouts Meet and copy and paste the information into an email or other communication



8. Click Save

Need Additional Help?

Please contact CIREs IT with any question or comments you may have.

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