

# How to Create/Join New Meeting

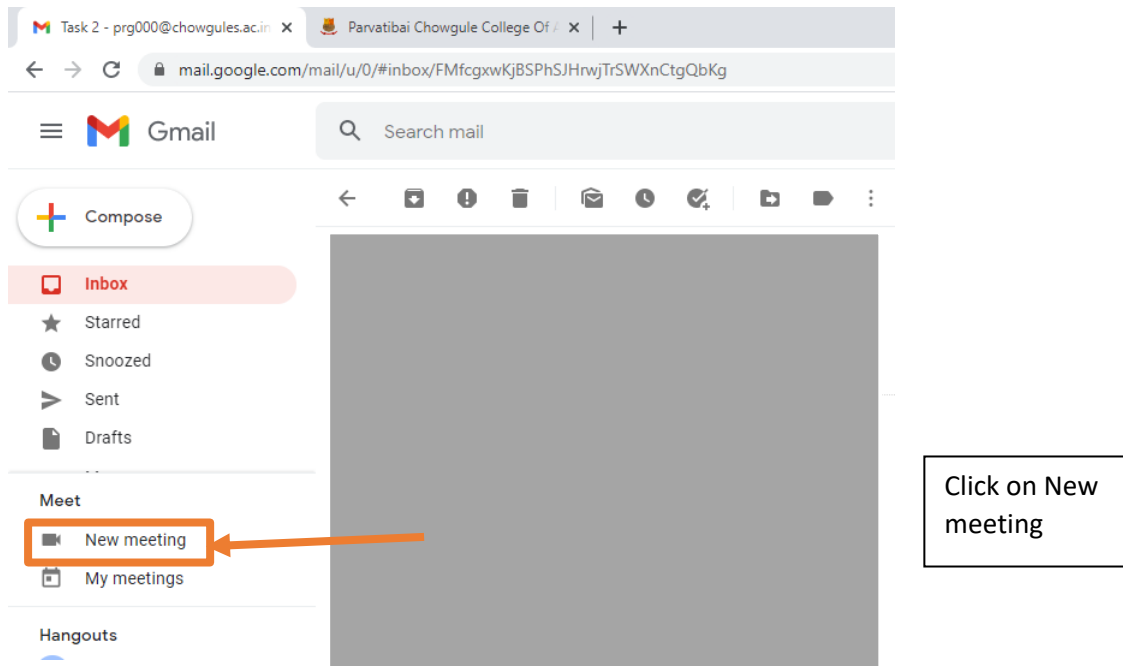
## 1] To Create New Meeting.

### For Windows

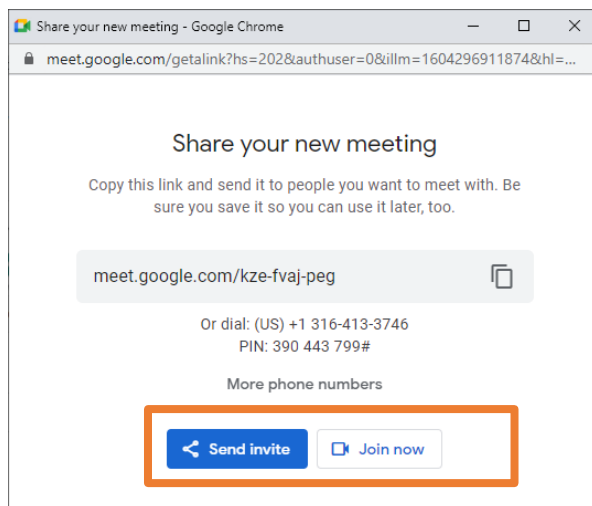
Since we use Google Meet for teaching purpose within institution

[Note: Use College email id.]

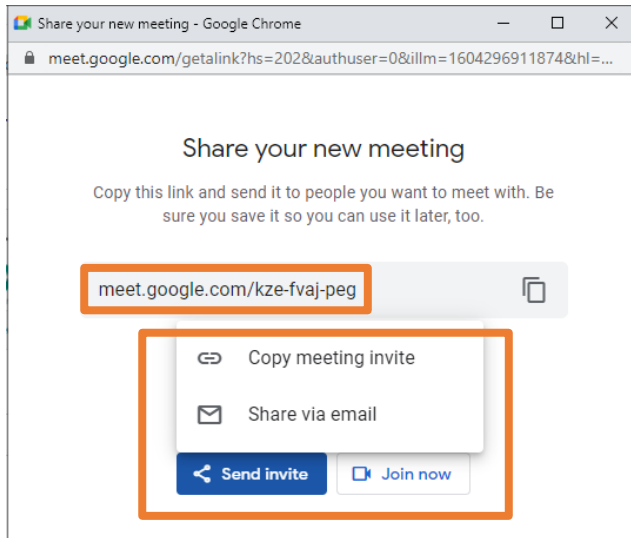
- Go to Google Meet or sign in using g-mail account.
- If you want to start a new meeting, click New Meeting.



- Generate a Meeting Link to share. You can send invite to student by either sharing link or by sharing code.



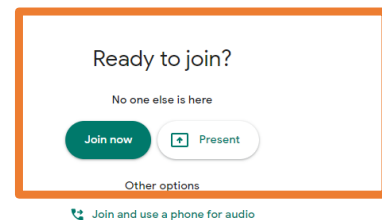
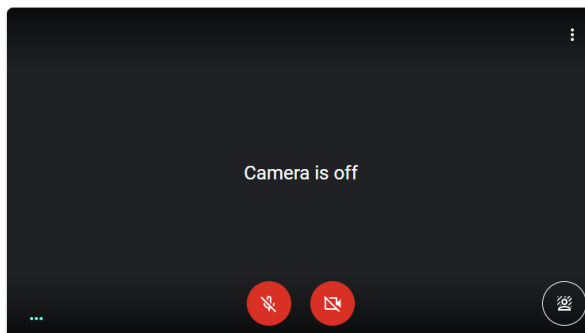
- Click on share invite to share meet link or code to students.
- Click on join now to start and join the meeting



- Start a meeting or join a meeting.



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- To schedule a meeting, you will be directed to Google Calendar.

### For Android and iphone/ ipad.

- Open the Meet app.
- Tap new meeting.
- Get a meeting link to share.
- Join the meeting.

### 2] To Join New Meeting.

- Click the meeting link sent to you [via chat message (in whatsapp class group) or email] or you can open meet and enter the code.
- Follow the onscreen prompts to join the meeting.
- When your teacher in the meeting gives you access, you will join it.

