





In Skype for Business...	In Meet...
Start a meeting	<hr/> <p data-bbox="500 222 802 256">Start a video meeting</p> <hr/> <ol data-bbox="607 306 1159 399" style="list-style-type: none"><li data-bbox="607 306 980 340">1. In your browser, go to Meet.<li data-bbox="607 369 1159 399">2. Click Start a new meeting > Start Meeting. <p data-bbox="539 428 1312 491">To learn how to start a video meeting from Google Calendar or from a mobile device, see Get started with Hangouts Meet.</p>
Set up an online meeting in Microsoft Outlook®	<hr/> <p data-bbox="500 634 1029 667">Schedule a video meeting in Calendar</p> <hr/> <ol data-bbox="607 718 1321 1041" style="list-style-type: none"><li data-bbox="607 718 980 751">1. In Calendar, create an event.<li data-bbox="607 781 1295 844">2. Click Add guests and enter the names or email of the people you want to invite.<li data-bbox="607 873 769 907">3. Click Save.<li data-bbox="607 936 1321 1041">4. Click Send to notify guests. Guests receive an email with the event information and a link to the video meeting. <p data-bbox="539 1071 1208 1104">For more details, see Get started with Hangouts Meet.</p>
Join a meeting from your computer	<hr/> <p data-bbox="500 1239 1084 1272">Join a video meeting from your computer</p> <hr/> <ol data-bbox="607 1323 1305 1478" style="list-style-type: none"><li data-bbox="607 1323 980 1356">1. In your browser, go to Meet.<li data-bbox="607 1386 1305 1419">2. Select the meeting from your list of scheduled events.<li data-bbox="607 1449 867 1478">3. Click Join Meeting. <p data-bbox="539 1507 1208 1541">For more details, see Get started with Hangouts Meet.</p>

In Skype for Business...	In Meet...
Join a meeting while on the go	<hr/> <p data-bbox="500 205 1016 243">Join a video meeting while on the go</p> <hr/> <ol data-bbox="607 289 1240 478" style="list-style-type: none">1. Open the Meet Android or iOS app.2. Swipe up from the bottom to see your scheduled meetings.3. Select a meeting and tap Join. <p data-bbox="537 506 1305 569">If you don't have a data network, you can call in to the meeting from a phone:</p> <ol data-bbox="607 596 1162 688" style="list-style-type: none">1. Open the Calendar event or meeting invite.2. Choose an option:<ol data-bbox="732 716 1333 873" style="list-style-type: none"><li data-bbox="732 716 1333 779">Tap the phone number. The PIN is automatically entered.<li data-bbox="732 810 1333 873">Manually enter the phone number followed by the PIN and #.
Invite more people to a meeting	<hr/> <p data-bbox="500 1016 932 1054">Add guests to a video meeting</p> <hr/> <ol data-bbox="607 1100 1333 1801" style="list-style-type: none">1. From a video meeting, click People .2. Click Add people.3. (Optional) To invite people to join the meeting:<ol data-bbox="708 1268 1333 1493" style="list-style-type: none">a. Click Invite.b. Enter the name or email of the guests.c. Click Send Invite. Guests get an email with the meeting link to join the call.4. (Optional) To call people directly in to the video meeting:<ol data-bbox="708 1570 1016 1724" style="list-style-type: none">a. Click Call.b. Enter a phone number.c. Click Call .<p data-bbox="737 1738 1284 1801">The guest is dialed directly in to the ongoing meeting as an audio participant.</p> <p data-bbox="537 1829 1208 1860">For more details, see Get started with Hangouts Meet.</p>

In Skype for Business...	In Meet...
Send IMs during a meeting	<hr/> <p data-bbox="500 205 1123 241">Send chat messages during a video meeting</p> <hr/> <ol data-bbox="609 289 1323 384" style="list-style-type: none"><li data-bbox="609 289 1323 321">1. From a video meeting, in the top-right corner, click Chat.<li data-bbox="609 348 1323 384">2. At the bottom, enter a message and click Send . <p data-bbox="537 411 1206 443">For more details, see Get started with Hangouts Meet.</p>
Share your screen	<hr/> <p data-bbox="500 583 782 619">Present your screen</p> <hr/> <ol data-bbox="609 667 1339 884" style="list-style-type: none"><li data-bbox="609 667 1339 699">1. From a video meeting, click Present now.<li data-bbox="609 726 1339 758">2. Choose whether to share your entire screen or a window.<li data-bbox="609 785 1339 816">3. Select the window or screen you want to present.<li data-bbox="609 844 1339 875">4. Click Share. <p data-bbox="537 903 1076 934">For more details, see Get started with Meet.</p>
Record a meeting	<hr/> <p data-bbox="500 1081 831 1117">Record a video meeting</p> <hr/> <p data-bbox="537 1165 1304 1230">From a video meeting, in the bottom-right corner, click More  > Record meeting.</p> <p data-bbox="537 1260 1076 1291">For more details, see Get started with Meet.</p>