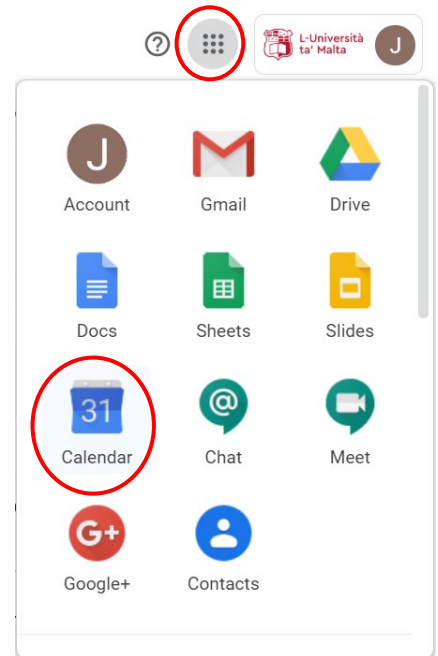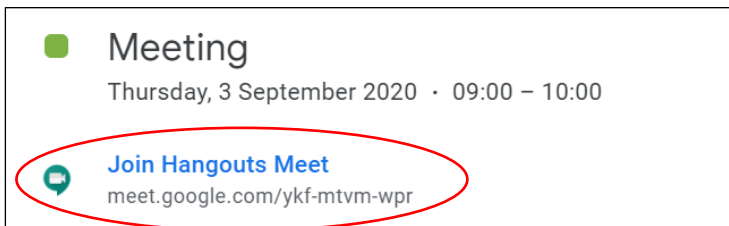## Joining a meeting from Google Calendar

This user guide assumes that you have a Google Calendar Event containing a link to a Hangouts meeting.

1. If you have received a Google Calendar invitation email, click the **Join Hangouts Meet** link to enter the meeting. Go step 2.

    Alternatively, access Google Calendar from the Google apps icon (top-right) in Gmail or any G Suite service.
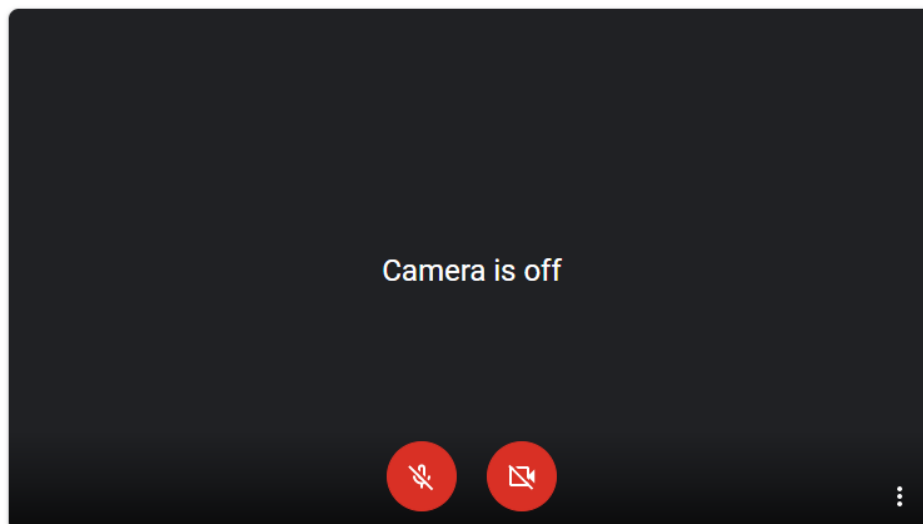
    Click the event that you want to join.

    Click **Join Hangouts Meet**.

2. If this is your first time using Meet, make sure to allow your browser to use your camera and microphone, if applicable.

    You can mute yourself and disable your camera before joining the meeting, by clicking on the respective icon:

3. You will also be able to see who is already present in the meeting. Click Join now to enter the meeting.