

How to Use Google Meet

Free video calls — great for Android phones and computers

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What You Will Need

A smartphone, tablet, or computer

A Google account — the same one you use for Gmail

The Google Meet app (free from the App Store or Google Play Store)

A Wi-Fi connection

Step-by-Step Guide

1. Download **Google Meet** from the App Store or Google Play Store. On a computer, visit **meet.google.com** — no download needed.
2. Open Google Meet and sign in with your **Google account** (your Gmail email address and password).
3. To start a new call, tap **New Meeting** then **Start an instant meeting**.
4. Tap the **People icon** and then **Add people** to invite family by entering their email address or sharing the meeting link.
5. To join a call someone has invited you to, tap the link they sent — Meet will open automatically.
6. Use the microphone and camera buttons at the bottom to mute yourself or turn off your video.
7. Tap the red phone icon to end the call when you are finished.

■ **Tip:** One-to-one calls on Google Meet have no time limit — you can chat as long as you like for free.

■ **Tip:** If you use Gmail, Google Meet is already connected to your account — no extra sign-up needed.

■ **Tip:** On a computer, you do not even need to install anything — just go to meet.google.com in your browser.

■ **Tip:** Google Meet works on any device, so it is great when calling someone whether they have an iPhone or Android.

Starting a Call From Gmail

If you are on a computer, open Gmail and look for **Meet** in the left-hand menu. Click **New meeting** to start a call without leaving your email.

Sharing Your Screen

During a call, tap the three dots menu and select **Share screen**. This lets you show the other person photos or a website — very handy for sharing holiday snaps.

If You Do Not Have a Google Account

You can create one free at **accounts.google.com**. Choose any Gmail address and a password. Once set up, you can use Google Meet, Gmail, and Google Photos all with the same account.