

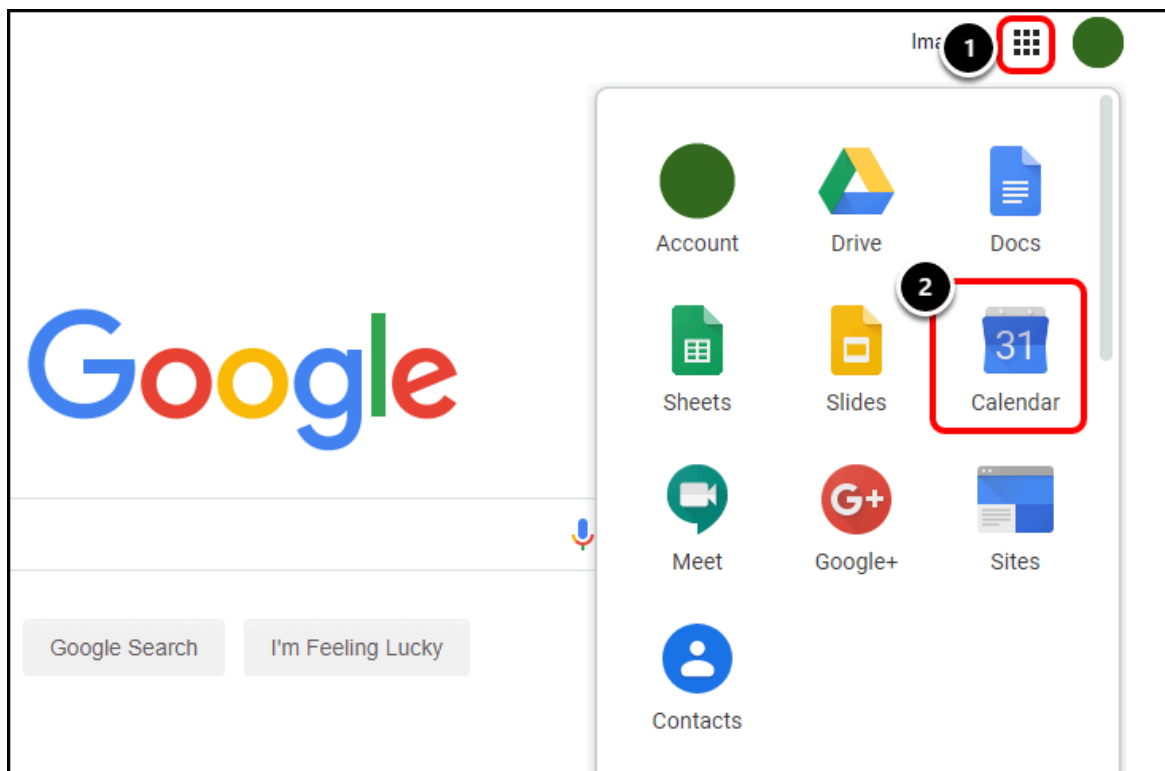
Creating a Recurring Google Hangouts Meet Session

This article covers how faculty can create a recurring Google Hangouts Meet web conference session for their classes.

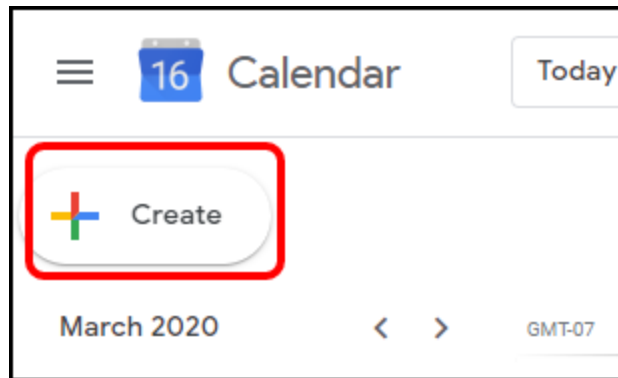
1. Log in to Google Apps with your CSUF account.

[View detailed instructions for faculty/staff to sign in to Google Apps](#)

2. Click on the Google App selector and choose Calendar.

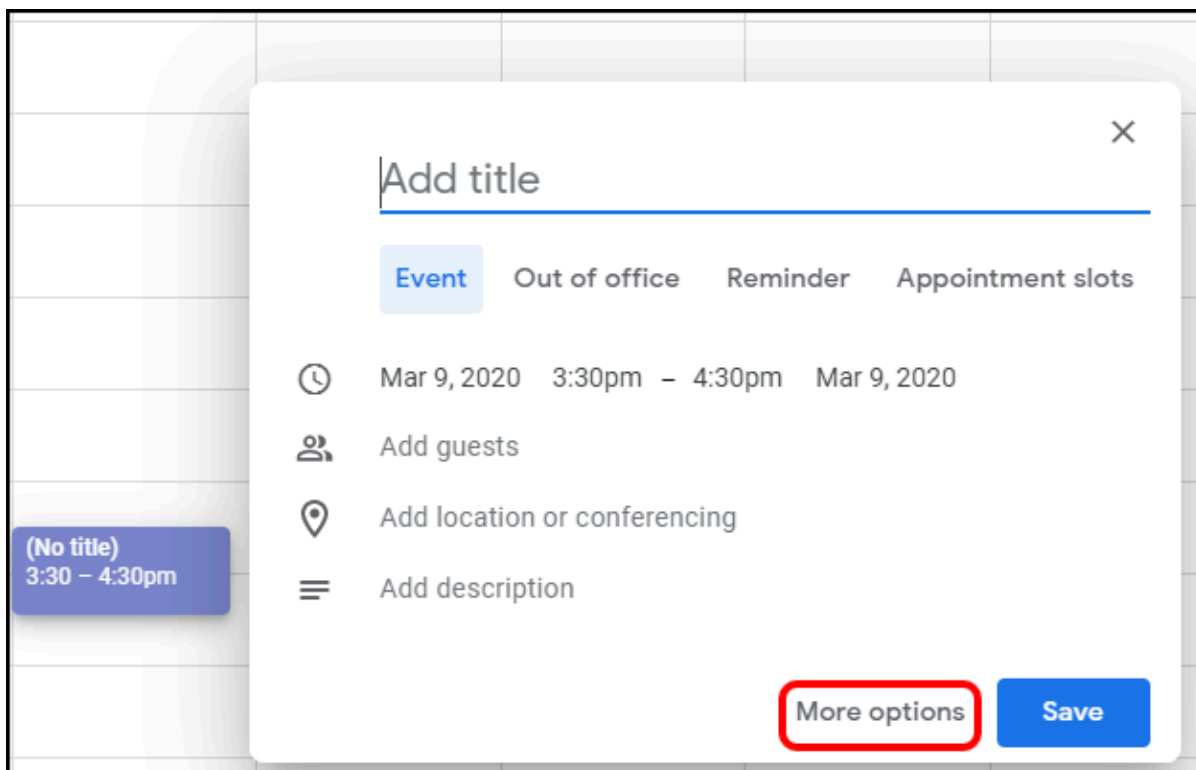


3. Click Create.



4. Click More Options.

💡 The quick event add screen is difficult to use for recurring meetings, but works well for a single meeting.



5. Enter the details about the date, time, and recurrence. Then click Add conferencing.

× IDT 520 Section 01 1 Save

Mar 16, 2020 9:00am to 10:00am Mar 16, 2020 Time zone

☐ All day Weekly on Monday, Wednesday, Friday, until May 8, 2020 ▾

Event Details Find a Time Guests

Add location 2 Add conferencing ▾ Add guests

Notification ▾ 10 minutes × Guest permission

Add notification ☐ Modify ever ☒ Invite other ☒ See guest li

6. Choose Hangouts Meet.

Event Details Find a Time

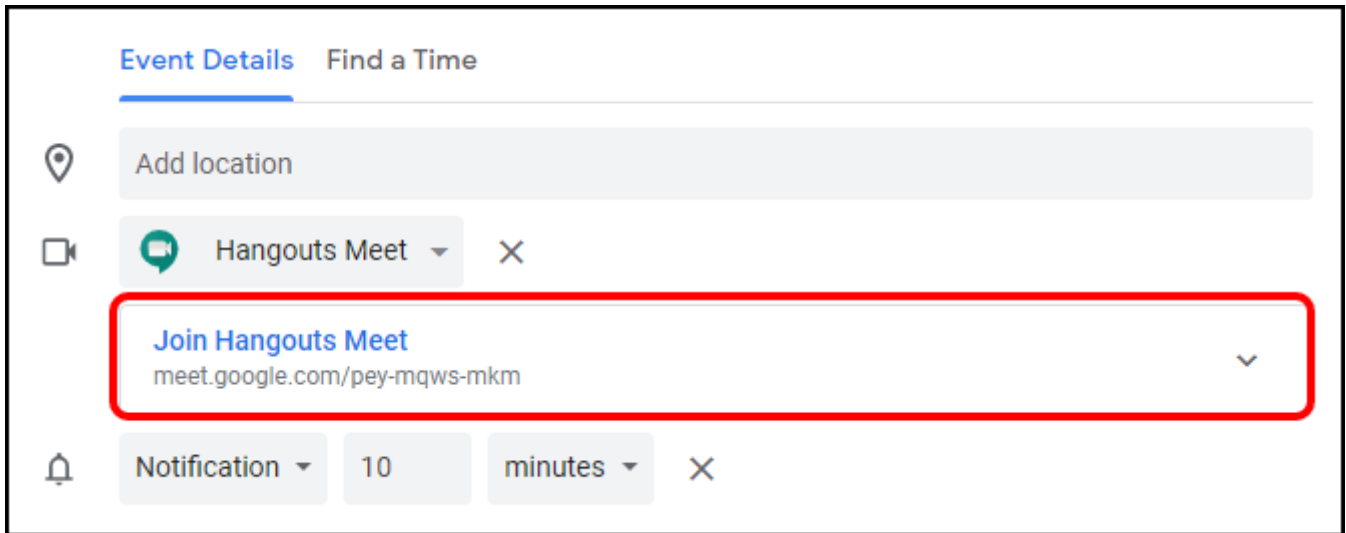
Add location

Add conferencing ▾

Hangouts Meet minutes ▾

Add notification

7. A Meet session is created. Click on the meeting to view more details about it.



8. Share the meeting information with your students by copying the meeting information and pasting it into an email or Canvas. Or you can add your students' email addresses to the meeting Guests section.

! If you send your students the meeting information, you will need to admit each student into the session when it starts. The student will click "ask to join" and you will click "admit."

To avoid this, you will want to instead add their email addresses to the Guests section. This will allow the students to join the meeting without you having to admit them.

Event Details Find a Time

Add location

Hangouts Meet

1 Join Hangouts Meet
meet.google.com/pey-mqws-mkm
Meeting ID
meet.google.com/pey-mqws-mkm
Phone Numbers
(US)+1 314-730-0622 ?
PIN: 262 530 588#

2 Guests
harry.potter@csu.fullerton.edu

Guest permissions
☐ Modify event
☐ Invite others
☐ See guest list

3 Add live stream

1. Copy and paste the meeting information into an email or Canvas to share it with your students.
2. OR enter the students' email addresses to send them a calendar invite.
3. You can also click **Add live stream** to add a live stream to your meeting.

9. Click Save to save your meeting. This will also send the calendar invite to anyone listed in the Guests section.

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Event Details Find a Time

Add location

Hangouts Meet

9 Save

Guests
harry.potter@csu.fullerton.edu

Need More Help?

[Google Hangouts Meet Support](#)

[Google Hangouts Meet Training and Help](#)

[Switching to Hangouts Meet from Zoom](#)

[Schedule a video meeting in Google Calendar](#)

[Add Hangouts Meet video meetings to Outlook](#)

Problems logging in to CSUF Google Account

Faculty/Staff - contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

Students - contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.