### QUICK REFERENCE CARD FOR GOOGLE MEET





## JOIN A MEETING

Join a scheduled meeting with a single touch.



# MAKE A CALL

Dial a phone number and make a call, just like that.



## START A MEETING

Easily start a new meeting and add invitees.



## ) PRESENT

Share content from the connected console.



Google

Wednesday, October 11

Stockholm Conference Room

Sales team weekly 10:00 AM - 10:55 AM XXX-XXX-XXX **Engineering review** 11:00 AM - 11:25 AM XXX-XXX-XXX **Design Sync** XXX-XXX-XXX

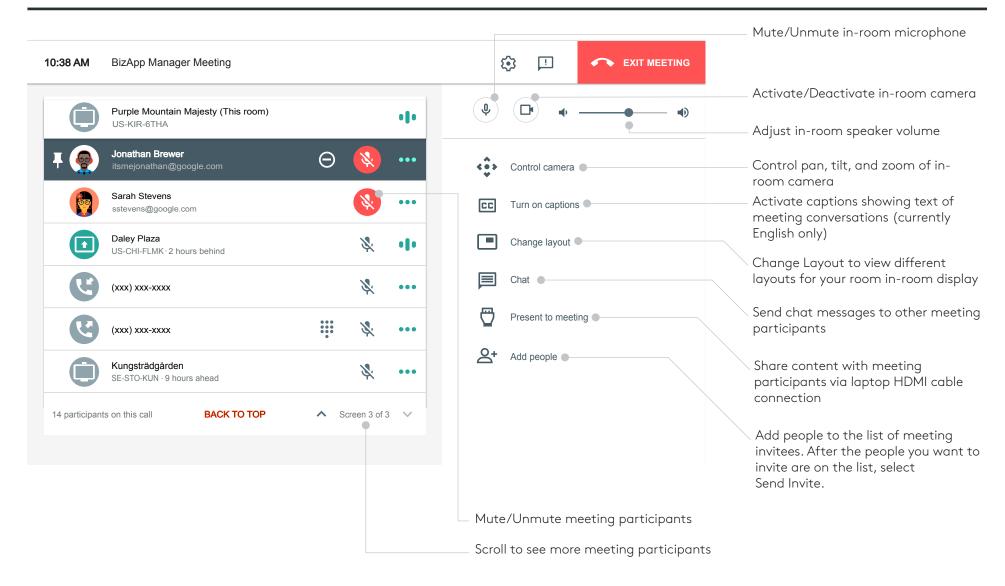
11:30 AM - 11:55 PM Sally/Mike 1:1 1:00 PM - 1:25 PM XXX-XXX-XXX Planning 2:00 PM - 3:00 PM XXX-XXX-XXX PRESENT TO ROOM ONLY JOIN OR START A MEETING

**Join** a scheduled meeting by tapping on a calendar entry

Tap Join or Start a Meeting to initiate a meeting. Enter a meeting code in the text box and tap **Join**. If you do not have a meeting code, create one and tap **Join**. Invite others by sharing the meeting code via URL, or tap Add People and enter their email address

Share content via laptop HDMI cable connection with Present to Room Only button. (Note: this is only to share locally when not in a live meeting).

#### **MEETING CONTROLS**



#### FOR MORE INFORMATION

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