

# Conference Call or Meeting

How to schedule and/or start a conference, either a voice meeting and/or web meeting.

Faculty	✓
Staff	✓
Students	✓
Others	✗

✓ Hangouts Meet is included with your Google Apps account

## Step-by-step guide

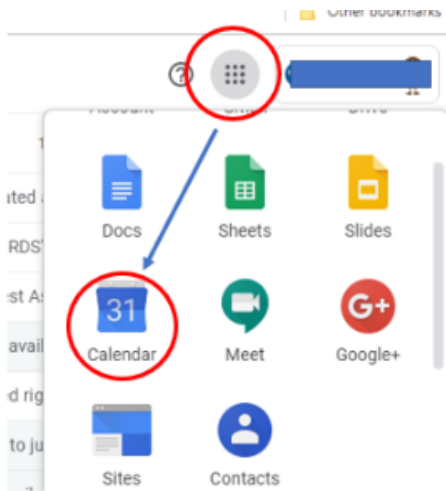
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### Step 1: Sign In

Go to <http://mail.bshp.edu> and if you're not already signed in, Login using your campus single sign-on credentials.

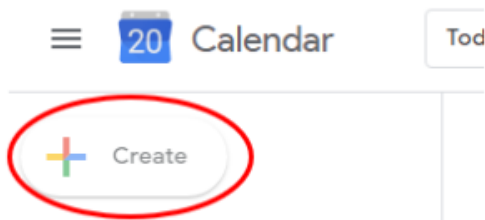
### Step 2: Open your calendar

In the upper-right corner, click on the 9 dots next to your email/profile



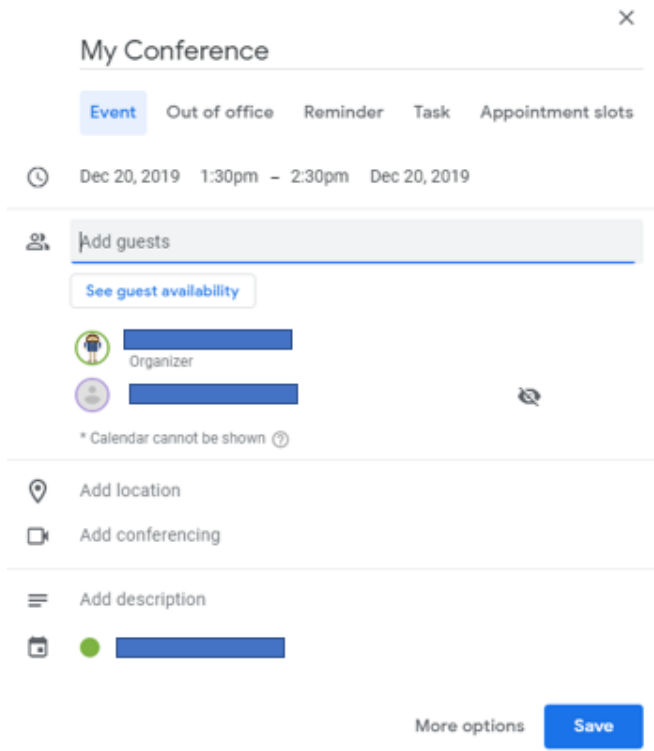
### Step 3: Click Create

Click on the 'Create' button on the upper-left side, the new Event windows opens



## Step 4: Fill out the event details

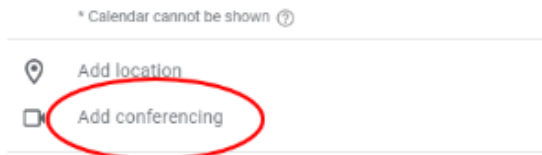
Fill out the new event form, give it a title, choose your date and time and optionally add your participants.



The screenshot shows the 'My Conference' event creation interface. At the top, there is a title 'My Conference' and a close button 'X'. Below the title are tabs for 'Event', 'Out of office', 'Reminder', 'Task', and 'Appointment slots'. The event date and time are set to 'Dec 20, 2019 1:30pm - 2:30pm Dec 20, 2019'. There is a section for 'Add guests' with a search bar and a 'See guest availability' button. Below this, there are two organizer entries, each with a profile picture, a name, and the role 'Organizer'. A note at the bottom of this section says '\* Calendar cannot be shown'. Below the guest list are sections for 'Add location', 'Add conferencing', and 'Add description'. At the bottom right, there are 'More options' and 'Save' buttons.

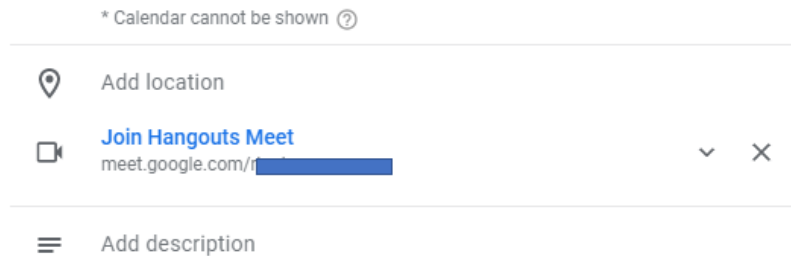
## Step 5: Add Voice and/or Web Conferencing

Click on the 'Add conferencing' section,



This screenshot shows a close-up of the 'Add conferencing' section. It includes a note '\* Calendar cannot be shown' and two options: 'Add location' and 'Add conferencing'. The 'Add conferencing' option is circled in red.


A new Hangouts Meet will be generated for your event.




This screenshot shows the 'Join Hangouts Meet' section. It includes a note '\* Calendar cannot be shown', the 'Add location' option, and the 'Join Hangouts Meet' option. The 'Join Hangouts Meet' option is expanded, showing a URL 'meet.google.com/' followed by a redacted meeting ID. There are also dropdown and close buttons next to the URL. Below this is the 'Add description' option.


Now click on the down arrow next to the 'X' to view your conferencing details, the url and the dial-in phone number and conference pin (conference code)

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 Add location

**Join Hangouts Meet**  
meet.google.com/[redacted]

 Meeting ID  
meet.google.com/[redacted]

**Phone Numbers**  
(US)+1 3 [redacted] 5   
PIN: 9[redacted]14#



You have now scheduled your meeting. You can copy this information and send it to your participants if you did not add them in the participants section in Step 4.

If you are ready to start your meeting, just click the link labeled 'Meeting ID', this will be the same url for you and your participants.

### **Not working or sign in issues?**

If you're having an issue with any part in this how-to, please submit a ticket, <http://support.bshp.edu>