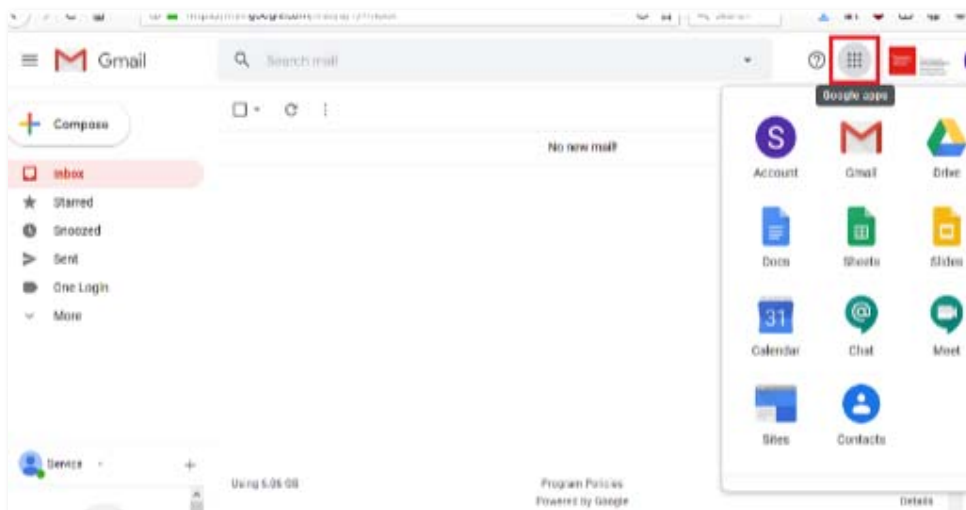


Google Hangouts Meet Event Creation

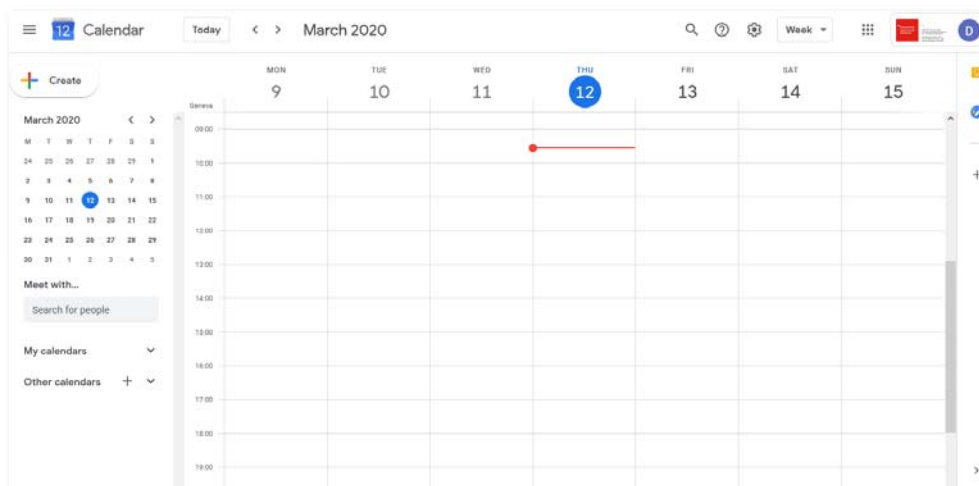
How to create a Google Meet event for a course?

To create a Google Hangout Meet event for a course, go to **your Graduate Institute Gmail Account** and click on the **Google Apps button**.

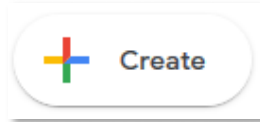


In the **apps menu**, click on the **Calendar icon**  – you might need to scroll down to access it.

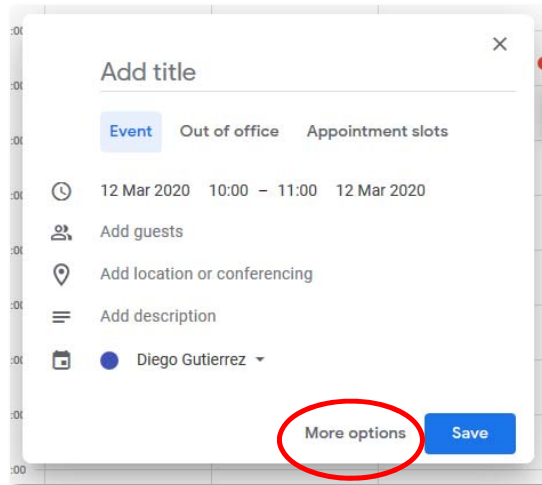
A new window will appear with your Google Calendar.



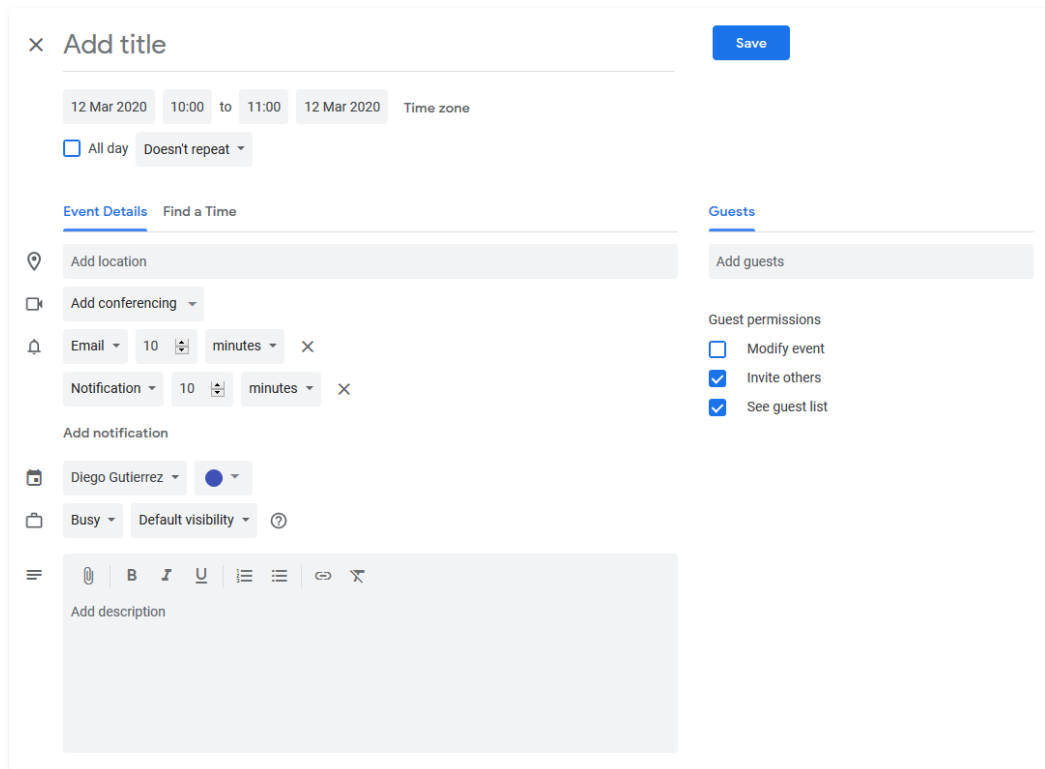
Click on the icon to create a **new event**



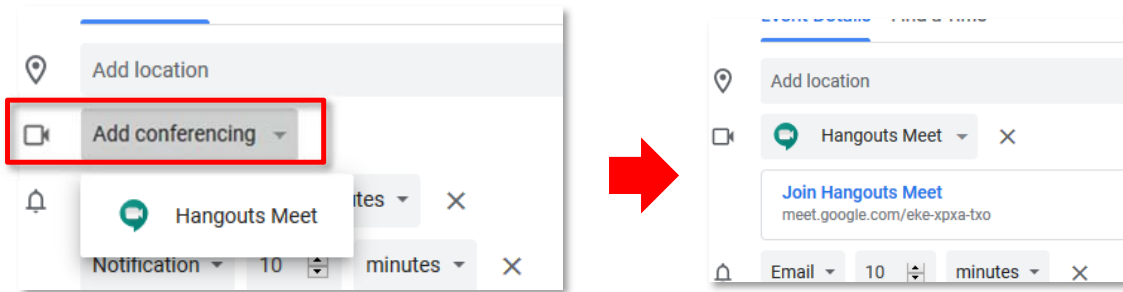
Once the window pops up click on **More options**



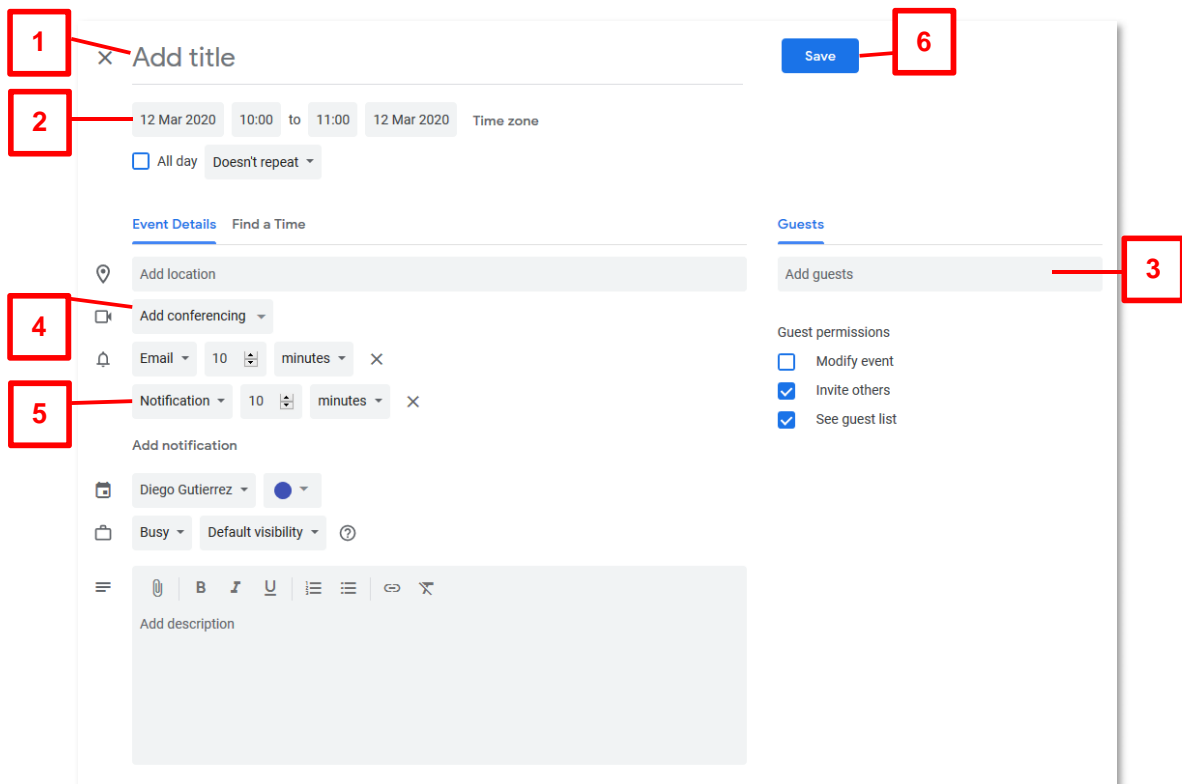
Then fill in the details of the event following these instructions:



1. Add a **title**: Code of course – Title of course, for example DI115 - A Discourse Analysis of International Law
2. Add the **time and date** for the course, for example 16 Mar 2020 10:15 to 12:00
3. Add **guests**: introduce the distribution list address for your course, for example `cours-DI115@graduateinstitute.ch`
4. Add **conferencing**: click on the arrow and select **Hangouts Meet**. This will include the link to the Google Hangout Meet video conferencing.



5. **Reminder**: leave the reminder as it is at 10 minutes. This means that everyone on this event will receive a reminder by email 10 minutes before the course starts.



6. Once finished, click **Save** on top of the page.

The screenshot shows the Google Calendar event creation interface. At the top, the event title is "DI115 - A Discourse Analysis of International Law" with a "Save" button to its right. The date and time are set to "16 Mar 2020" from "12:15" to "14:00" in the "Time zone". There is an "All day" checkbox and a "Doesn't repeat" dropdown. Below this, there are tabs for "Event Details" and "Find a Time". The "Event Details" section includes a location field, a "Hangouts Meet" link, and notification settings for "Email" and "Notification" (both set to 10 minutes). There is also a section for "Add notification" with a calendar icon and a "Busy" status. The "Guests" section on the right lists "diego.gutierrez@graduateinstitute.ch" as the "Organiser" and "cours-di115@graduateinstitute.ch (15)" as a guest. Below the guest list, there are "SUGGESTED TIMES" and "Guest permissions" which include "Modify event", "Invite others", and "See guest list" (all checked). At the bottom, there is a rich text editor with "Add description" and various formatting options.

7. Upon saving a message will prompt up asking you whether you would like to send invitation emails to the event guests. Please click **send**.

The screenshot shows a confirmation dialog box with the text "Would you like to send invitation emails to Google Calendar guests?". At the bottom of the dialog, there are three buttons: "Dismiss", "Do not send", and "Send". The "Send" button is highlighted with a red circle.