Comparison at a glance

Instructions from Google

| **In Zoom...** | **In Meet...\*** |
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| Start a video meeting | Start a video meeting1. In [your browser,](https://support.google.com/meet/answer/7317473#meet_browsers) go to [Meet](https://meet.google.com/).
2. Click New meetingand thenStart an instant meeting.

To start a new video meeting from Google Calendar, Gmail, or a mobile device, see [Start a new video meeting](https://support.google.com/a/users/answer/9302870). |
| Add video meetings to your calendar | Add a Google Meet video meeting to your Google Calendar event1. In [Calendar](https://calendar.google.com/), create an event.
2. Click Add guests.
3. Enter the names or email of the people you want to invite.
4. Click Save.
5. To notify guests, click Send.

Guests receive an email with the event information and a link to the video meeting.For details, visit [Start a new video meeting](https://support.google.com/a/users/answer/9847245).Add a Zoom video meeting to your Google Calendar eventIf your company uses Zoom with Google Workspace, you can use a Chrome extension to add Zoom video meetings to your Google Calendar events. For details, visit the [Zoom Help Center](https://support.zoom.us/hc/en-us/articles/201974323-How-To-Use-the-Zoom-Chrome-Extension). |
| Join a meeting from your computer | Join a video meeting from your computer1. In [your browser,](https://support.google.com/meet/answer/7317473#meet_browsers) go to [Meet](https://meet.google.com/).
2. Select the meeting from your list of scheduled events.
3. Click Join now.

To join a video meeting from Google Calendar, Gmail, or a mobile device, see [Join a video meeting](https://support.google.com/a/users/answer/9850339). |
| Join a meeting while on the go | Join a video meeting while on the go1. Open the Meet [Android](https://play.google.com/store/apps/details?id=com.google.android.apps.meetings) or [iOS](https://itunes.apple.com/app/hangouts-meet/id1013231476) app.
2. Select a meeting and tap Join.Only meetings scheduled through Calendar appear on Meet.

If you don’t have a data network, you can call in to the meeting from a phone:You can dial in during the scheduled meeting time in one of the following ways:* Enter the phone number that’s in the Calendar event or meeting invitation.Then, enter the PIN and #.
* From the Meet or Calendar app, tap the phone number.The PIN is automatically entered.

For details, visit [Join a video meeting](https://support.google.com/a/users/answer/9850339#join-meeting). |
| Invite more people to a meeting | Add guests to a video meeting1. Open [Meet](https://meet.google.com/).
2. From a video meeting, at the bottom, click People People.
3. Click Add people.
4. To invite people to join the meeting:
	1. Click Invite.
	2. Enter the name or email of the guests.
	3. Click Send email.

Guests get an email with the meeting link to join the call.1. (Optional) To call people directly into the video meeting:
	1. Click Call.
	2. Enter a phone number.
	3. Click Call Call.

The guest is dialed directly into the ongoing meeting as an audio participant.For details, visit [Add people to a video meeting](https://support.google.com/a/users/answer/9846862). |
| Send chat messages during a meeting | Send chat messages during a meeting1. Open [Meet](https://meet.google.com/).
2. From a video meeting, at the bottom, click Chat .
3. Enter a message and click Send Send a message.

Note: In-meeting chats only last for the duration of the meeting. For persistent chat, in your web browser, go to[chat.google.com](https://chat.google.com/).For details, visit [Send chat messages to video meeting participants](https://support.google.com/a/users/answer/9847357). |
| Share your screen | Present your screen*Meeting organizers with Google Workspace for Education can prevent participants from sharing their screen.*1. Open [Meet](https://meet.google.com/) and [join a video meeting](https://support.google.com/a/users/answer/9850339).
2. On the bottom, click Present now  and choose what to share:
	* Your entire screen
	* A window
	* A tab
3. Click Share.
4. When you’re done presenting, click Stop presenting.

For details, visit [Present during a video meeting](https://support.google.com/a/users/answer/9848723). |
| Record a video meeting | Record a video meeting1. Open [Meet](https://meet.google.com/).
2. From a video meeting, at the bottom, click Activities and thenRecordingStart recording.

For details, visit [Record a video meeting](https://support.google.com/a/users/answer/9846751). |
| Manage notifications | Turn on meeting notificationsSee [Allow notifications from Meet and Chat](https://support.google.com/meet/answer/7353922). |
| Q&A | Audience Q&A1. Open [Meet](https://meet.google.com/) .
2. From a video meeting, at the bottom, click Activities and thenQ&A.
3. Next to Allow questions, click Turn on .

For details, visit [Ask questions in a video meeting](https://support.google.com/a/users/answer/10290958). |
| Launch a poll | Launch a poll1. Open [Meet](https://meet.google.com/).
2. From a video meeting, at the bottom, click Activities Polls.
3. Click Start a poll.
4. Enter a question and add options for the poll.
5. Choose an option:
	* To post your poll, click Launch.
	* To save your poll so you can launch it later, click Save.

For details, visit [Conduct a poll during a video meeting](https://support.google.com/a/users/answer/10296268). |
| Share a whiteboard | Use a whiteboard1. Open [Meet](https://meet.google.com/).
2. From a video meeting, at the bottom, click Activities Whiteboarding.
3. Choose an option:
	* To create a new jam, click Start a new whiteboard.
	* To open an existing jam from Drive, shared drives, or from your computer, click Choose from Drive.

For details, visit [Use a whiteboard in a video meeting](https://support.google.com/a/users/answer/10261342). |
| Raise your hand | Raise your hand1. Open [Meet](https://meet.google.com/).
2. From a video meeting, at the bottom, click Raise hand or Lower hand .

For details, visit [Raise your hand during a video meeting](https://support.google.com/a/users/answer/10268523). |
| Add breakout rooms | Add breakout rooms1. Open [Meet](https://meet.google.com/).
2. From a video meeting, at the bottom, click Activities Breakout rooms.
3. Click Set up breakout rooms .
4. Choose the number of breakout rooms. You can create up to 100.
5. (Optional) To move people into different rooms, drag a participant's name to another room.
6. Click Open rooms.

You can also create breakout rooms from a Calendar event. For details, visit [Use breakout rooms in a video meeting](https://support.google.com/a/users/answer/10291263). |
| Change your background | Change your background1. Open [Meet](http://meet.google.com/).
2. Depending on when you want to change your background, choose an option:
	* To change your background before you join a meeting, on the bottom right of your meeting image, click Change background .
	* To change your background after you join a meeting, at the bottom, click MoreChange background.
3. Choose a background option.

For details, visit [Change your background in a video meeting](https://support.google.com/a/users/answer/10244181). |

\*These instructions are primarily web only.