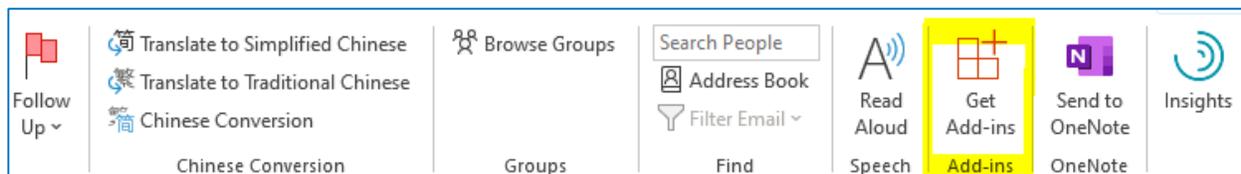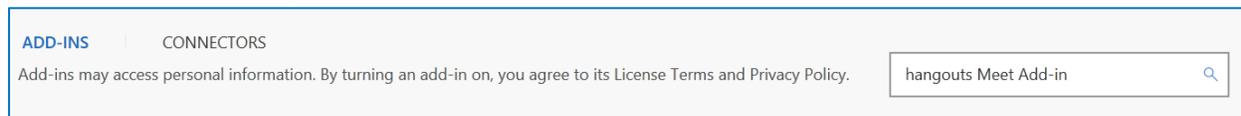# HOW TO ADD GOOGLE MEET INTO OUTLOOK
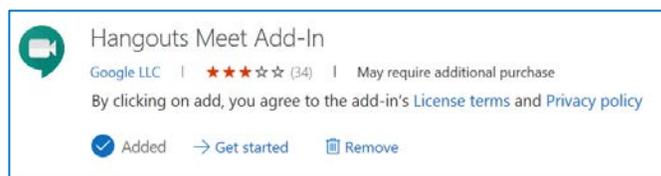
Step 1: Locate Add-Ins

- Open up your Outlook, your email section, and make sure you are in the **Home** tab on the top
- Find and click on **Get Add-Ins** or **Store** (depending on your Outlook version)


- Search for Hangouts Meet Add-In

- Add the Module. The icon should now be added to your top banner selections when creating a new meeting invite.

Step 2: Start a new Hangouts Meet

- Create a new meeting invite in Outlook and enter all information as needed
- Click on **Hangouts Meet** icon. This should now be automatically added to your top banner under the **Meeting** tab
  - Select "Add a meeting" option. You may be asked to sign into your SAUSDLearns account
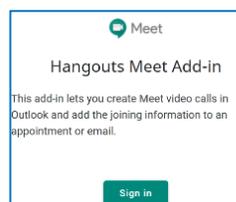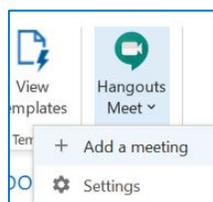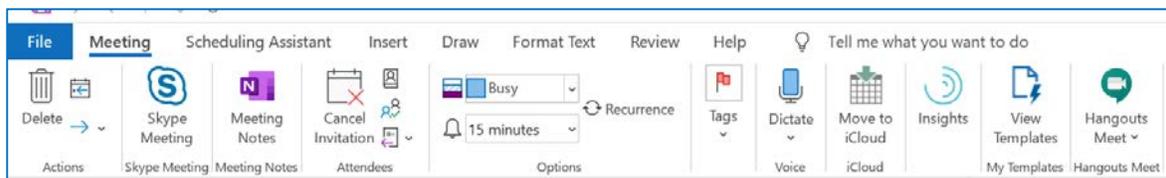
- You will now see the integrated Hangouts Meet information in the body of your Outlook meeting invite.

Meet

Hangouts Meet joining info

https://meet.google.com/xsw-aefh-evg

Or dial: +1 317-798-0469 PIN: 222 521 199#

First time using Meet? **Learn more**