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.

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**.