



# How to use Google Meet to host your World Tea Party

## What is Google Meet?

Google Meet is an online programme that allows you to hold video calls with multiple people, and so it is a good platform to hold a virtual tea party.

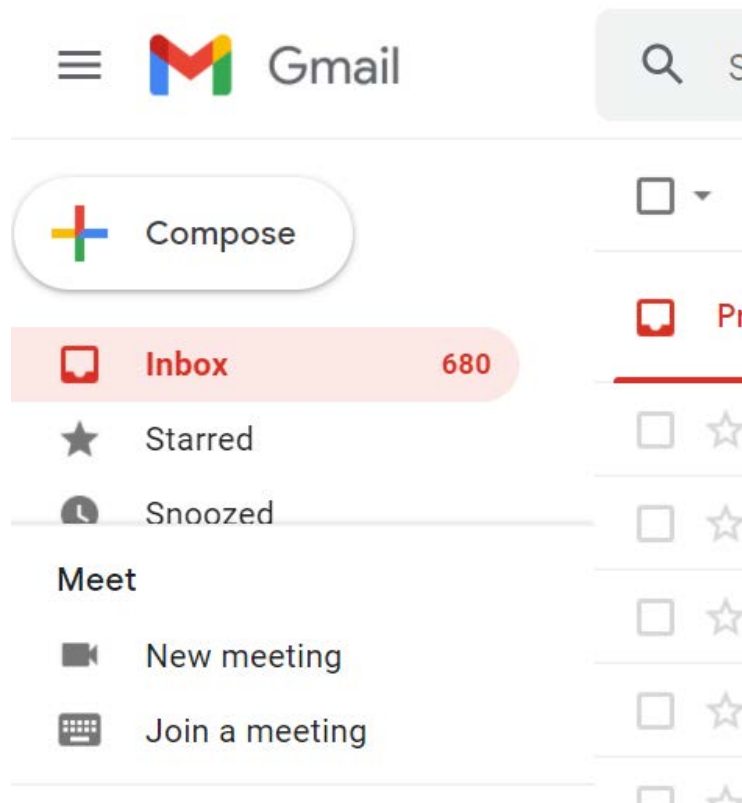
In order to use Google Meet you need a Google account, usually this means a @gmail email address. If you don't use gmail already we'd recommend a different platform – see our downloadable Zoom and Facebook guides.

You only need a Google account to set up the call, your guests do not need this.

These instructions are for setting up a call using a laptop or desktop computer. If you are using a tablet like an iPad you will first need to download the Gmail app from the app store, and follow from there, the screen might look a little different to these images but the steps are the same!

## Step by step

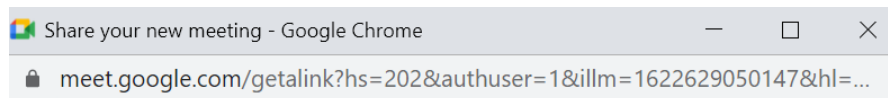
1. From your Gmail inbox, under the heading 'Meet' on the left-hand side, click 'New meeting'





2. A box will pop up with a link. This is how you and your guest join the call. Click on the small box icon on the right of the link to make a copy of the link, then open a blank email (or you may have already written your tea party invite) and paste the link into this by right clicking and selecting 'paste'.

If you are sending this out a little before your tea party make sure to keep a copy of the link for yourself so you can get onto the call yourself.



## Share your new meeting

Copy this link and send it to people you want to meet with. Be sure you save it so you can use it later, too.

meet.google.com/iiq-hzdi-yzk



 Send invite

 Start now

3. All you need to do on the date of your Tea Party is click on the link to start the call. Your guests will do exactly the same but they won't be able to join unless you start the call first.