

So you need to create or join a meeting between yourself and a student and you've never used video- (and/or) audio-conferencing software as a meeting creator as compared to "click this GoToWebinar link to join" type of thing. We're here to help get you through it.

Basically, there are three parts to any meeting software - creating a meeting, hosting a meeting, and joining a meeting. You, the university staff member, are going to create that meeting and probably host it. Your student will join the meeting.

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## **Create a new event with a video meeting**

If your student doesn't have a Meet G Suite account, they can join your meeting by going to [https://meet.google.com/\\_meet](https://meet.google.com/_meet) and entering a meeting code you have previously sent via email or a Navigate notification.