Adding Google Meet to Outlook Calendar

If you want to add Google Meet add In for Outlook, follow the steps below:

1. On the Office toolbar, in the Add-ins section, click Store.
2. Search for Hangouts Meet.
3. Follow the instructions to install the add-in.

If you want to create an Outlook event with Google Meeting, follow the steps below

1. Click on Meeting.
2. Once you click on Meeting, you’ll see Hangout Meet in the toolbar.
3. Click on Hangout Meet & schedule your meeting.
4. The meeting code for invitees will be in the meeting invite