Many of us are using Outlook 365 & Google Meet for class instruction & staff meetings. If you want to add Google Meet to Outlook 365, this tutorial will help you add Google Meet to Outlook 365.

1. Go to [www.office.com](http://www.office.com) & log in with your Pemberton Email Account
2. Click on the Outlook icon & open Outlook.
3. Click on New Message or any message.  Click the drop-down menu on any email message in Outlook.com, and then select **Get Add-ins**.

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1. On the Add-ins for Outlook page, select the add-in.
2. In the search box, type Google Meet

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1. Click on **Continue**to install the add-on
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2. To add a Meet link in an email, click on the **Google Meet** button on the ribbon, then choose **Add a meeting**.

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If you have any questions, just let your building tech know & they will help you.