

How to add attendees to a meeting on Google Hangouts

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If your school, business, or organization has a Google Business account, called G Suite, you can have up to 250 participants and 100,000 live stream viewers on one call.

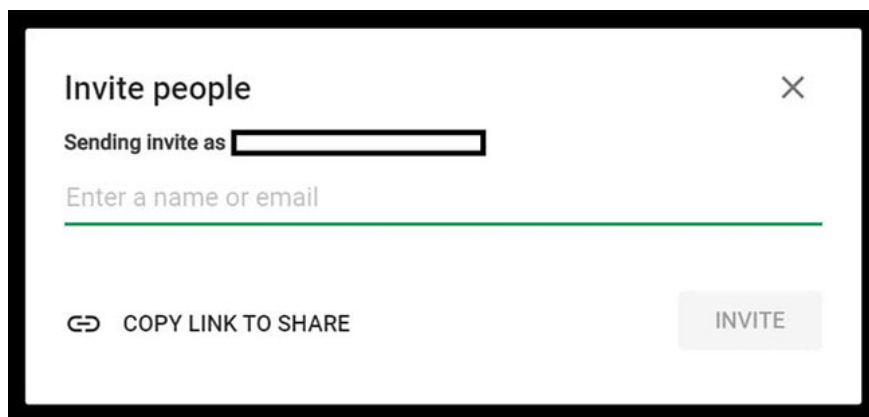
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Step 1 : Launch Google Hangouts in the browser or through the Chrome extension. You will see the main Hangouts screen. Click the **Video Call** button in the middle of the browser.

Step 2 : On the next screen, you can start typing the email or name of the participant you want to add. If you only enter the first name, their contact details must be saved to **Google Contacts** . Press **Enter** after each participant you want to add, then type the next name or email address.

Step 3 : After completing the invitation list, you can click the green **Invite** button to invite all those people to join the call. Remember, you can't schedule calls on this classic version of Hangouts, because that feature is exclusive to the paid version of Hangouts Meet for business customers.

Instead of entering everyone's names here, you can also click the **Copy Link to Share** button. This will automatically copy the web URL where the call will take place. With the copied URL, you can paste it into the current workflow and notify meeting participants via text message, Slack message or email.



You can add attendees using the Copy Link to Share function

If you miss a participant, you can also add that person to the meeting while it is in progress.

Add participants while the meeting is in progress

Step 1 : When you make a call, hover over the video call window to make the call control menu appear.

Step 2 : Click the **Add Participant** option at the top right of the window from the call control menu.

Step 3 : Enter the name and email address of any additional attendees you want to invite. If you use a mobile device, tap anywhere on the call screen to display call control features. Click the hamburger menu at the top right of the screen and select **Invite**. You can enter the name and email address of anyone you have missed.

Tip:

If you use a work, school or business email address associated with G Suite, you may have additional features associated with an existing account for the free-to-use version of Hangouts.

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