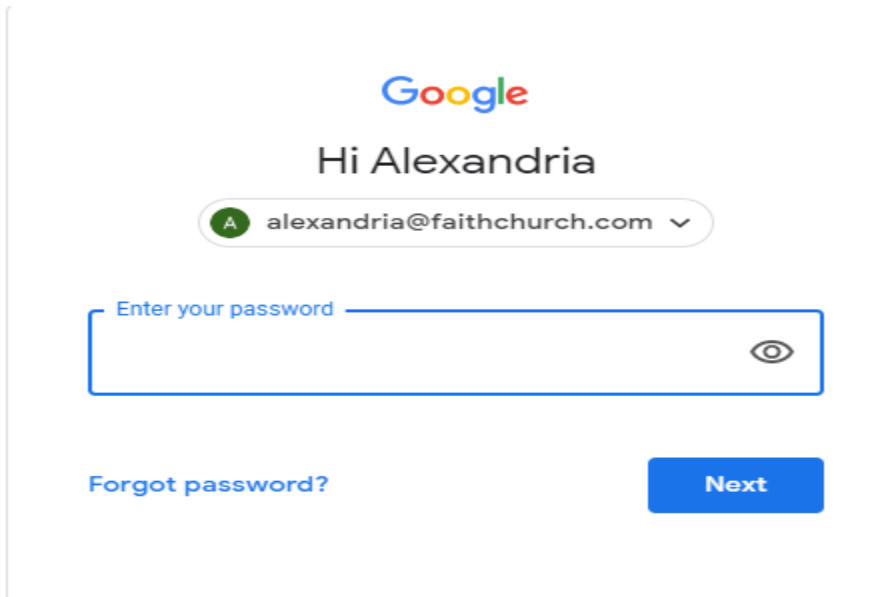
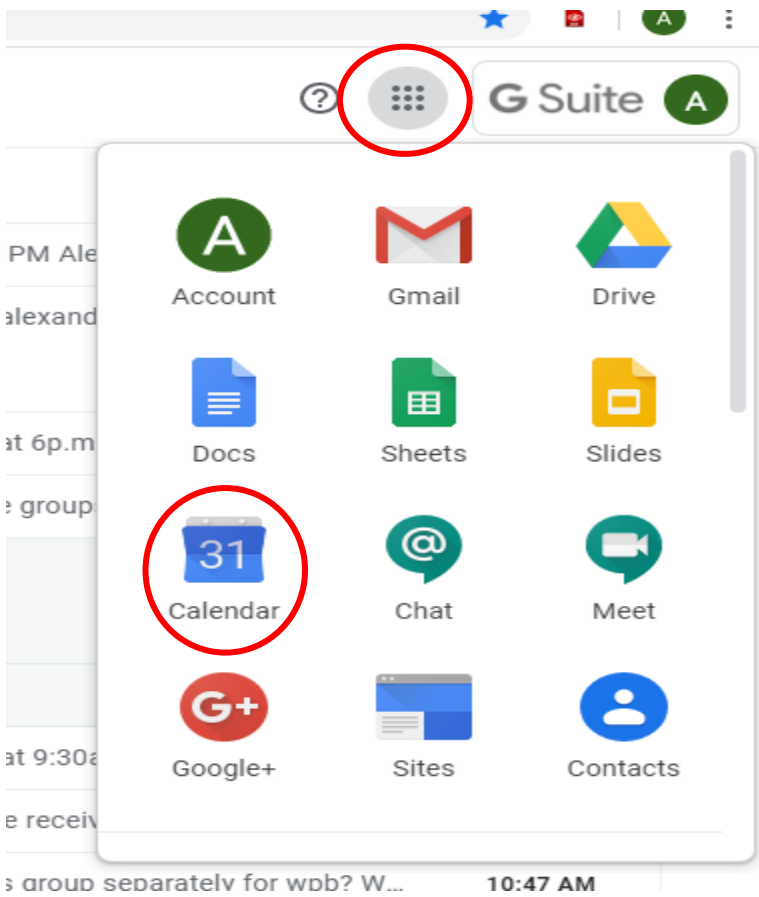


1. Log into Gmail



2. Open google apps and select Calendar



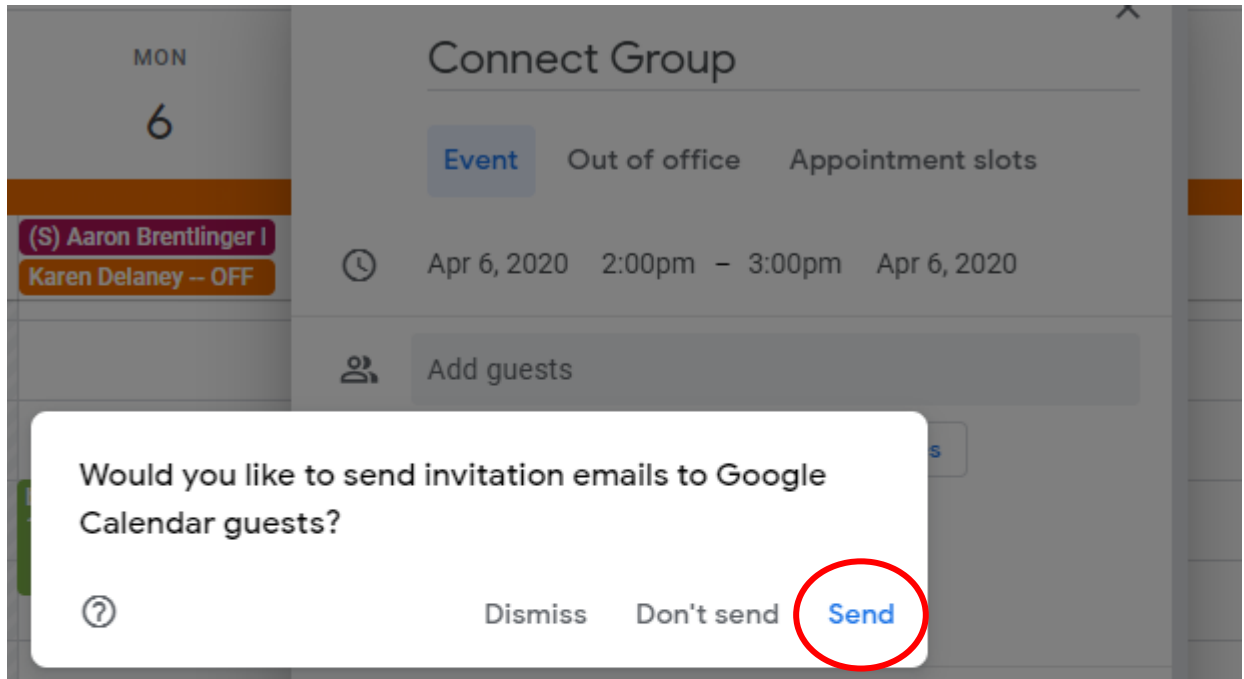
3. Once your calendar opens select Create

The screenshot shows a calendar application interface. At the top, there is a header with 'Calendar', 'Today', navigation arrows, and the month 'Mar - Apr 2020'. On the left side, there is a sidebar with a 'Create' button circled in red. Below the sidebar is a monthly calendar view for April 2020, with the 1st of April highlighted. The main area is a weekly view for March 29th to April 2nd. The calendar shows various events and time slots. A red dot is visible on the timeline for Wednesday, April 1st, indicating the start of a new event.

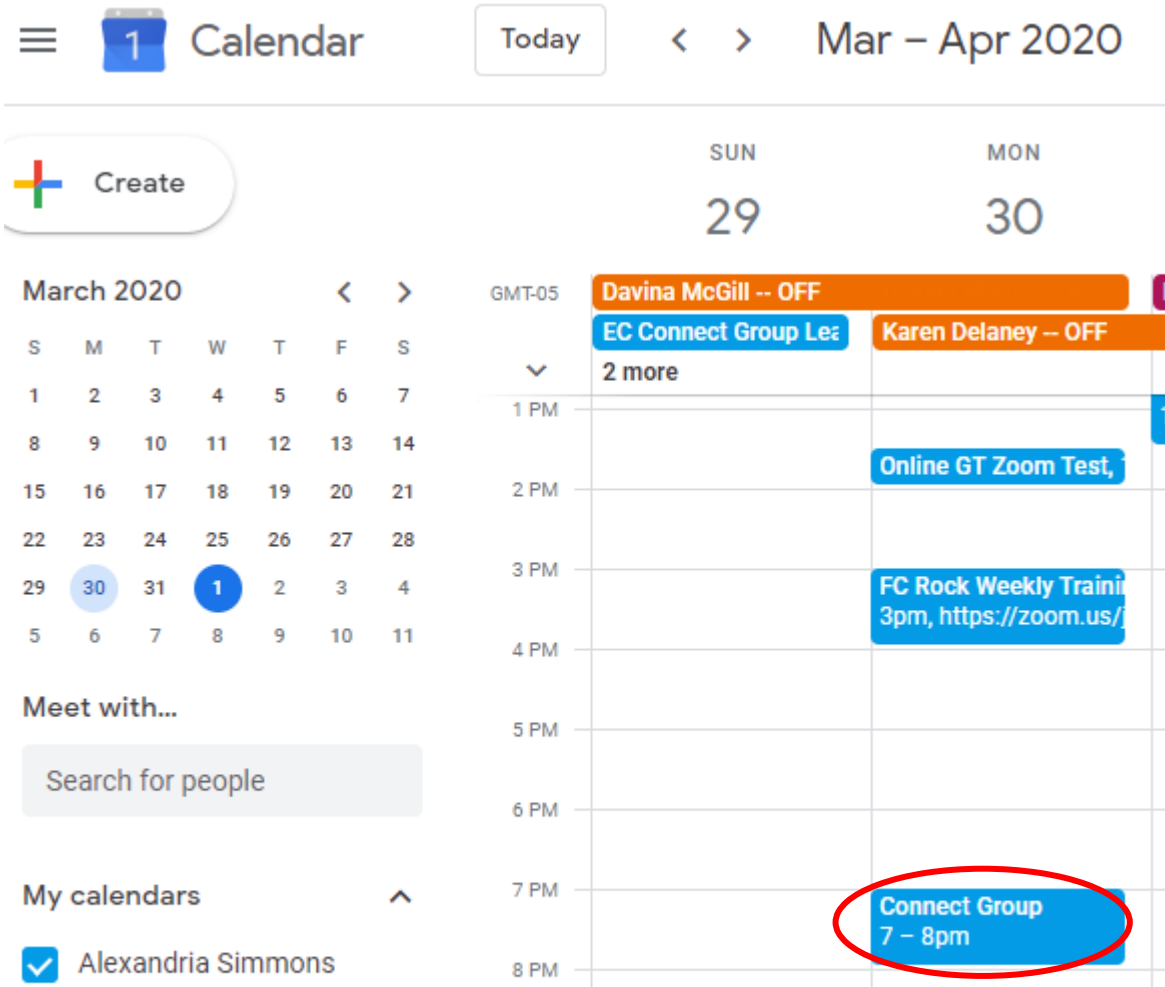
4. Add your group information and add participants by name or email address
5. Save the Calendar event

The screenshot shows the same calendar application interface as above, but with an event creation dialog box open. The 'Create' button in the sidebar is circled in red. The dialog box is titled 'Add title' and has a close button (X) in the top right corner. It contains several options: 'Event' (selected), 'Out of office', and 'Appointment slots'. Below these options, there are fields for: 'Apr 1, 2020 2:00pm - 3:00pm Apr 1, 2020', 'Add guests', 'Add rooms, location, or conferencing', 'Add description', and a dropdown menu showing 'Alexandria Simmons'. At the bottom right of the dialog box, there is a 'More options' link and a 'Save' button circled in red.

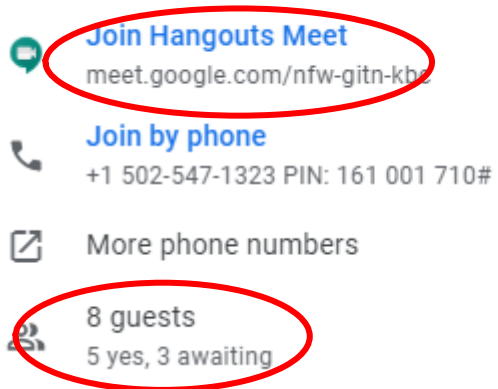
6. Send to all – this ensures the invitation for meeting is sent to your group



7. Once event is on your calendar you can select and see the number for the group meeting



8. Guests are able to respond whether they will attend or be absent



Google hang outs does not have a time limit for meetings

Google hang outs limits to 10, business accounts can have 25+