Disabling Google Meet video in the calendar event

When using OnceHub with a Google Calendar, a hangouts video call is added automatically every time a new Google Calendar event is created in your Google Calendar. Learn more about Google Meet

You can disable this in your Google Calendar. G Suite users require a different method than non-G Suite users.

For non-G Suite Google Accounts

This is relevant for anyone using a Google Account who does not pay Google for their service.

1. After signing into your Google Account, access your Google Calendar settings.

2. Scroll down to Event settings.

3. Deselect **Automatically add Google Meet video conferences to events I create**.

For Google Accounts through G Suite

If you want to disable the Google Hangouts video setting in the calendar event, you can ask your Google account Administrator to follow the steps below.

> (i) **Note:**
>
> Only your Google account Administrator can disable or re-enable Google Hangouts video in the calendar event

1. Sign in to the Google Admin console.
2. Click **Apps**.
3. Go to **G Suite -> Calendar**.
4. Click **Calendar sharing options** in the gray header link.
5. Under **Video Category**, click to edit the **pencil icon**.
6. Uncheck **Add video** box.

> (i) **Note:**
>
> When the Google Hangouts video call is not enabled by your G Suite account administrator, you can manually click **Add a video call** on the calendar event page every time a Google Calendar event is created.