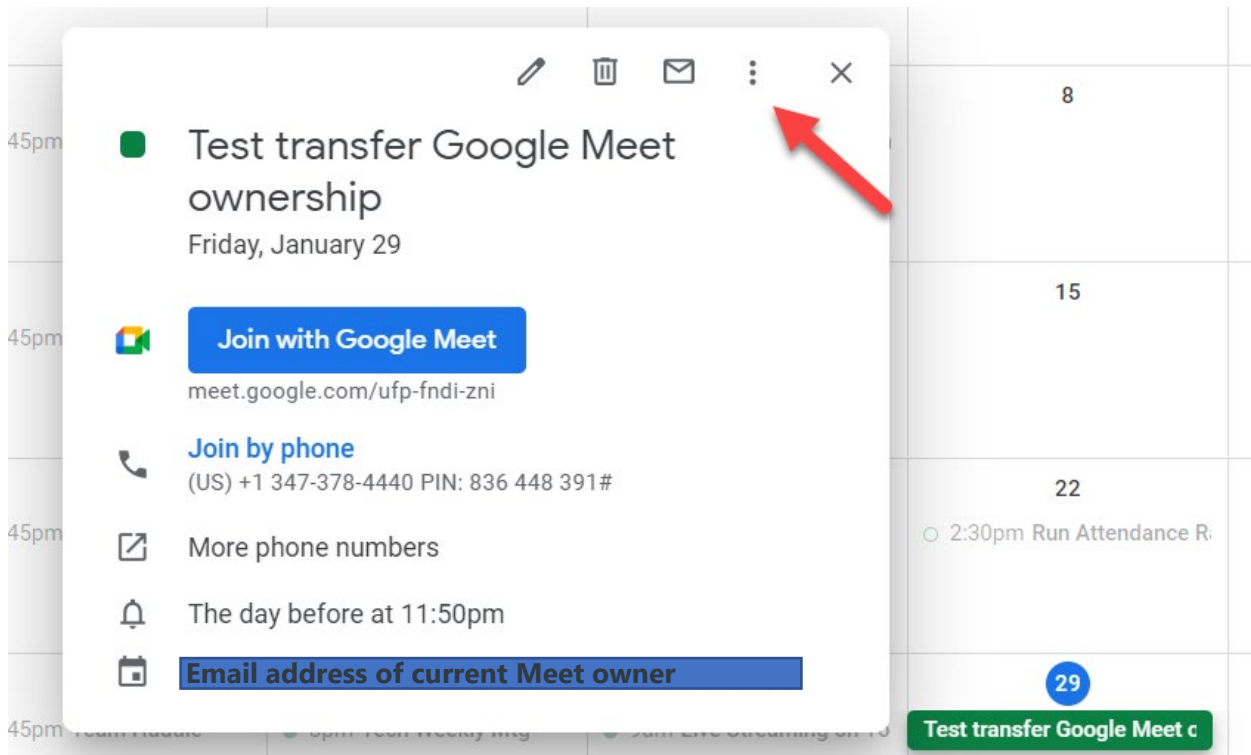
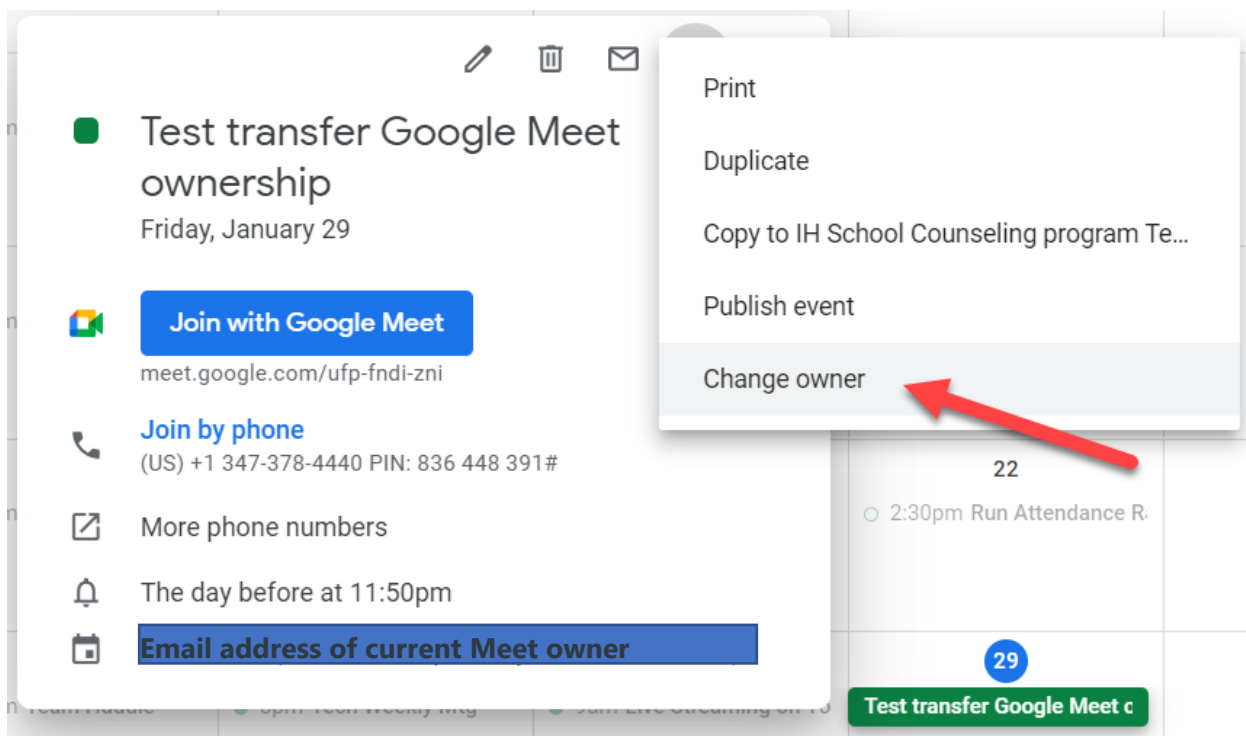


Transferring GOOGLE MEET meeting ownership

- Have the Google Meet creator access the event in their Calendar, and click on the three dots on the top right of the event:



- In the menu which appears, click on 'Change owner'



- Enter the email address of *New Owner*, include Message if you want to give a message other than the default. Click 'Change owner'

Change owner

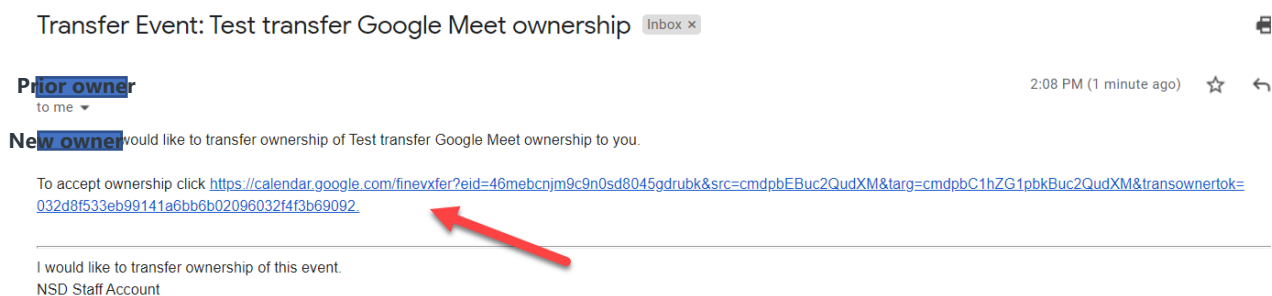
Test transfer Google Meet ownership
Jan 29, 2021

New owner
Email address of person whom ownership will be passed to

Message
I would like to transfer ownership of this event.

Cancel **Change owner**

- The new 'owner' will receive an email informing them of the change of ownership. Please make sure the new owner clicks on the link on the generated email or the ownership transfer will not be processed.



- The new Event/Meet owner will now have host controls of the meeting.