

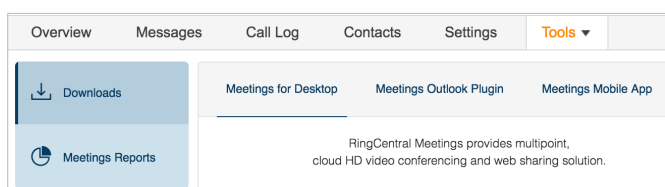
# RingCentral Meetings™ QuickStart Guide

RingCentral Meetings empowers your workforce to collaborate from any location with face-to-face online meetings in high definition. Share your screen, websites, documents, and more with easy access to files in cloud storage.

## Download and install

### Computer

Log in to your RingCentral online account. Select **Meetings** from the **Tools** menu. Download and install RingCentral Meetings for desktop and/or for Outlook® Plugin.



### Smartphone or tablet

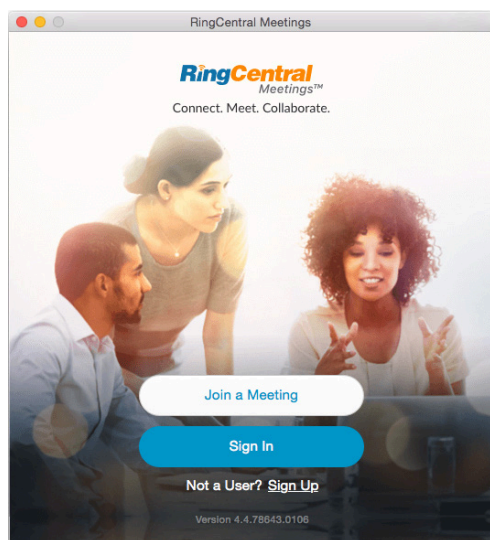
Download and install RingCentral Meetings from the iTunes® App Store or Google Play™.



## Start RingCentral Meetings

### Computer

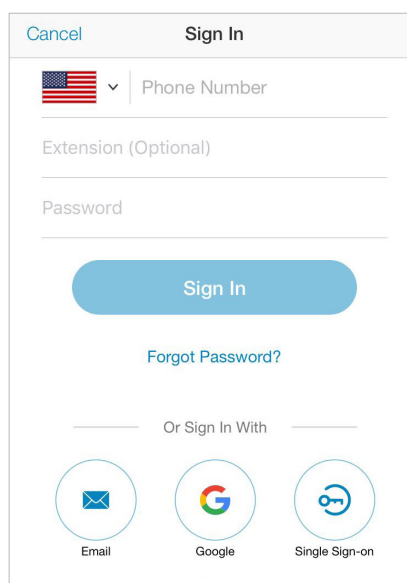
Launch RingCentral Meetings. Click **Sign In** and enter your RingCentral phone number/extension and password. Select **Join a Meeting** and enter the meeting ID to join as a participant.



RingCentral Meetings for Mac launch screen

### Smartphone or tablet

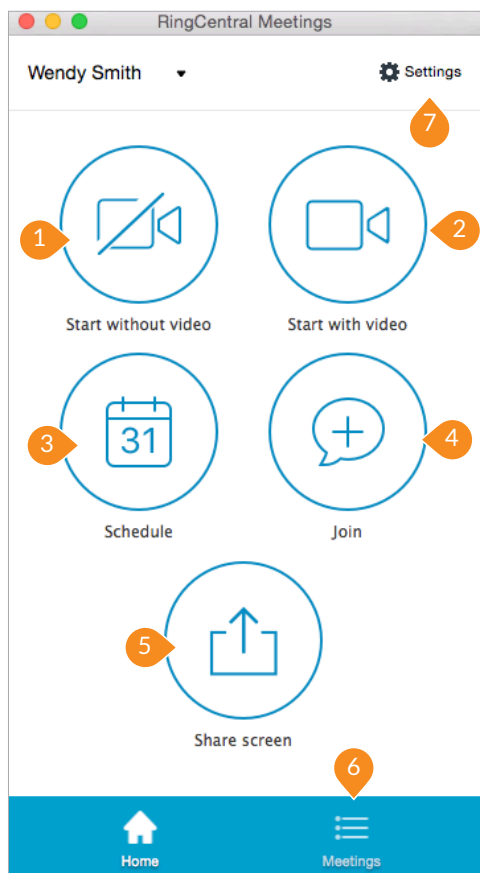
Open the app and log in with your RingCentral phone number, extension, and password.



RingCentral Meetings for Android sign-in screen

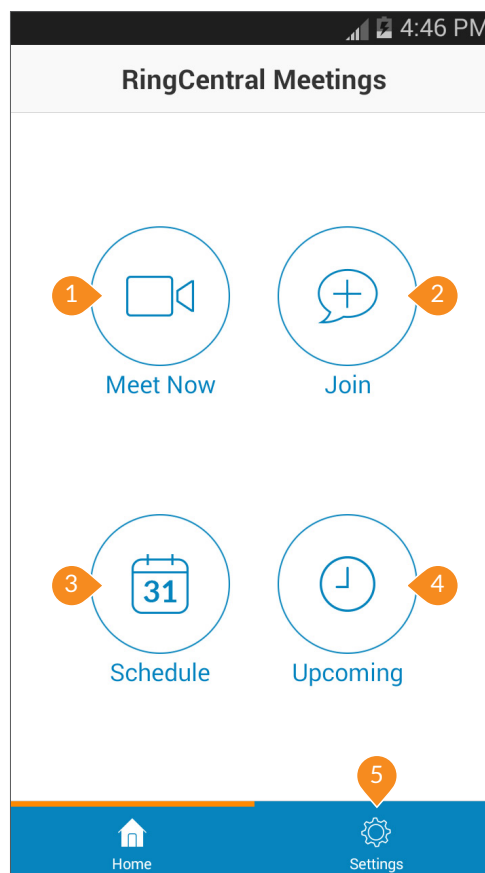
# Get to know RingCentral Meetings

## Computer



RingCentral Meetings for Mac home screen

## Smartphone and tablet



RingCentral Meetings for Android home screen

1. **Start without video.** Start a meeting by sharing your screen with participants.
2. **Start with video.** Start a real-time, interactive online meeting with participants.
3. **Schedule.** Schedule a meeting with a specific date and time, or as a recurring meeting. Set up the options for audio, video, and calendar. Send email invitations to participants.
4. **Join.** Join a meeting as a participant.
5. **Share screen by entering a Meeting ID.** When working with RingCentral Rooms™, share screen instantly by using proximity signal or entering a sharing key.
6. **Meetings.** View upcoming meetings or access previous meeting recordings.
7. **Settings.** Configure settings to optimize your online meeting experience.

1. **Meet Now.** Instantly start a video conference or online meeting.
2. **Join.** Join a meeting as a participant.
3. **Schedule.** Schedule a meeting from your mobile device with a specific date and time, or as a recurring meeting. Set up options for audio and video. Add a meeting to your calendar. Send invitations to participants via email, directly from your mobile device.
4. **Upcoming.** View all of your upcoming meetings.
5. **Settings.** Set up your audio, video, and microphone options when joining a meeting.

# HD video conference

Meet online from anywhere for easy collaboration and communication with colleagues and clients.

## Smartphone and tablet



1. Mute, unmute, and set up audio.
2. Start, stop, and set up video (camera).
3. Invite people to join meeting via email or SMS (mobile).
4. View participants.

## Computer



5. Share screen, file, or an app.
6. End or leave the current meeting.
7. Chat with an individual or address the entire group.
8. Record the current meeting.

# Screen sharing

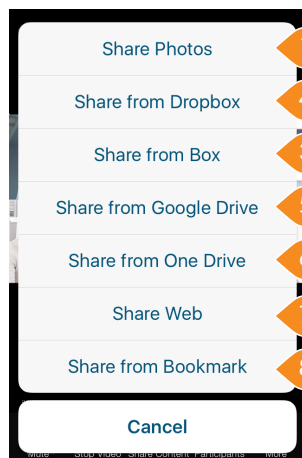
Optimize productivity by sharing your presentation, file, screen, or whiteboard with other participants. Click **Share Screen** from the **Meeting Control** menu.

## Computer

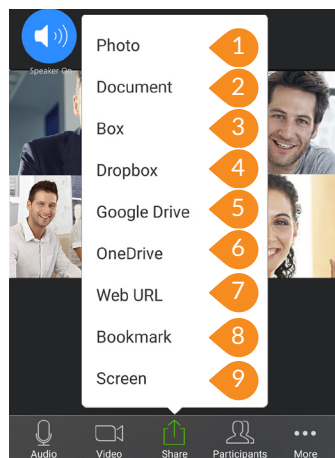


1. Mute/unmute audio.
2. Start/stop video (camera).
3. View participants.
4. Share a new window, file, or whiteboard.
5. Pause/resume shared screen.
6. Annotate content with tool to highlight or mark up shared content.
7. Remote Control a participant's mouse and keyboard.
8. Chat with an individual or group.
9. Send a meeting invitation via email.
10. Start recording the meeting.
11. Enable/disable a participant's annotation capability.
12. Show/hide your video.
13. Switch the audio selection between dial-in or in-app audio.
14. Access settings to configure video and more.
15. Optimize for full-screen video sharing to other participants.
16. End the meeting.

## Smartphone and tablet



RingCentral Meetings for iOS

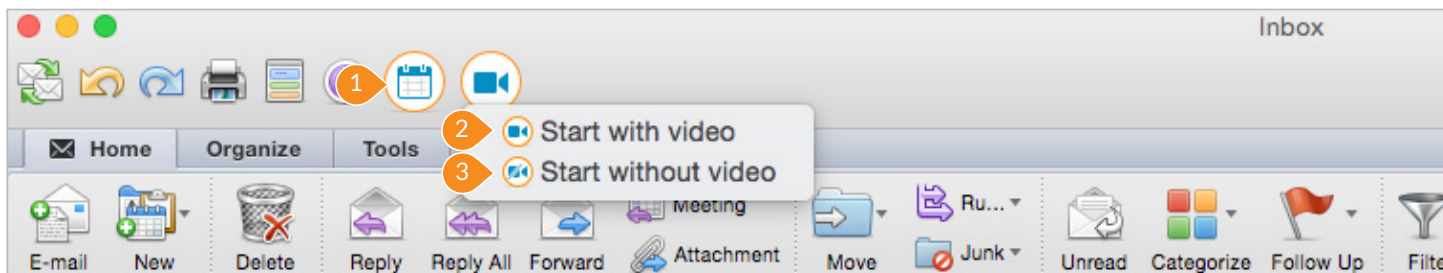


RingCentral Meetings for Android

1. Share photos from your photo album.
2. Share a document/file from your mobile device.
3. Share a file from your Box account.
4. Share a file from your Dropbox™ account.
5. Share a file from Google Drive™.
6. Share a file from OneDrive®.
7. Share from the web by entering a URL.
8. Share a bookmarked document from your Box or Dropbox account.
9. Share your screen from your mobile device.

## Microsoft Outlook Plugin

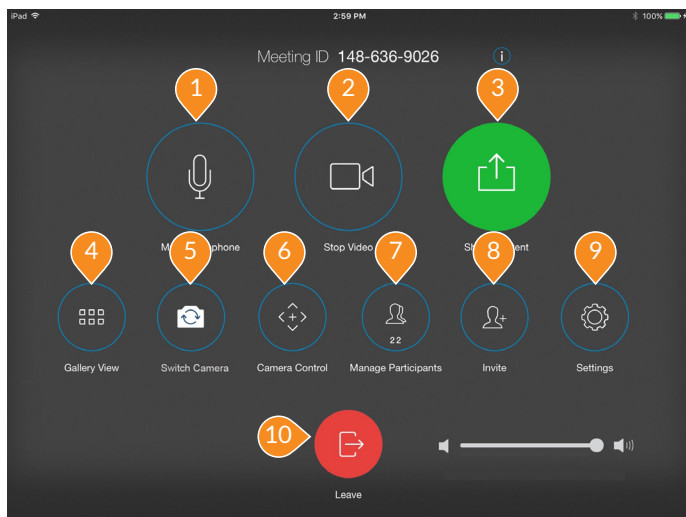
Start or schedule a video conference or online meeting directly from Microsoft Outlook. Available for Windows® and Mac®.



1. Schedule an Outlook event with meeting access and dial-in information.
2. Instantly start a video conference.
3. Start an instant online meeting with web sharing.

## RingCentral Rooms

An add-on HD video conference room solution lets you connect to other RingCentral Meetings participants who join from desktops, smartphones, and tablets.



1. Mute/unmute microphone.
2. Start/stop video.
3. Share content via Wi-Fi, AirPlay® Mirror, proximity signal, or wired HDMI devices.
4. Display speaker/gallery view.
5. Switch camera during a meeting (when multiple cameras are available).
6. Control camera in the conference room.
7. View participants.
8. Send meeting invitations via email.
9. Configure audio and video settings.
10. Leave the meeting.

## System requirements

RingCentral Meetings: RingCentral Office® editions; Broadband internet; iOS 7.0 or later; Android 4.4 or later; Mac OS X® 10.7 or later; Windows 7 or later; webcam (for video), microphone, speaker; 1 GHz or better processor. See [RingCentral Meetings User Guide](#) for details.

RingCentral Rooms: Apple iPad® or iPad mini™ with iOS 7 or later (as a control); monitor(s); camera(s); audio and video system; Mac computer with iOS 10.9 or later; Windows computer with Windows 7 or later. Recommended 2.8 GHz Quad-core Intel Core i7 or higher processor. See [RingCentral Rooms User Guide](#) for details.