

Meetings announcement email for users

Suggested subject line: Getting started with your RingCentral Meetings account

Dear team,

We are excited to announce availability of our new web conferencing solution—RingCentral Meetings™.

RingCentral Meetings is easy to use and learn. It allows you to stay connected and collaborate internally and with customers and partners. You can hold one-on-one video calls and:

- Host unlimited virtual meetings with HD-quality video and audio.
- Share your screen, use whiteboard, and annotate in real time.
- Use anytime, anywhere and on any device, including your computer or any iOS® or Android™ enabled device with an internet connection.
- Schedule meetings with one click from within Microsoft Outlook®, or Google Calendar™.
- Record meetings.
- Chat with an individual or group while in the meeting.

RingCentral Meetings is available for use now. To get started:

1. Watch this quick overview video
(<https://www.youtube.com/watch?v=2jMkLLk6YNA>)
2. Download RingCentral Meetings for your desktop and smart device
(<https://www.ringcentral.com/resources/online-meetings/downloads.html>).
3. Log in using the same username and password credentials you use for your RingCentral phone service.

For more resources, including downloads, how-to's, or a schedule of online training webinars, visit the [RingCentral Meetings Resource Center](#).

Sincerely,

{Your IT Team or insert name}