

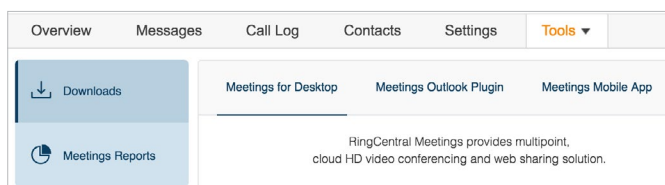
RingCentral Meetings® QuickStart Guide

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

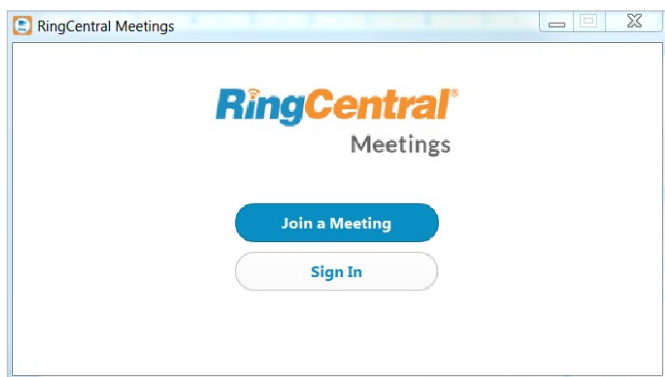
Download and install RingCentral Meetings from the iTunes® App Store or Google Play.



Start RingCentral Meetings

Computer

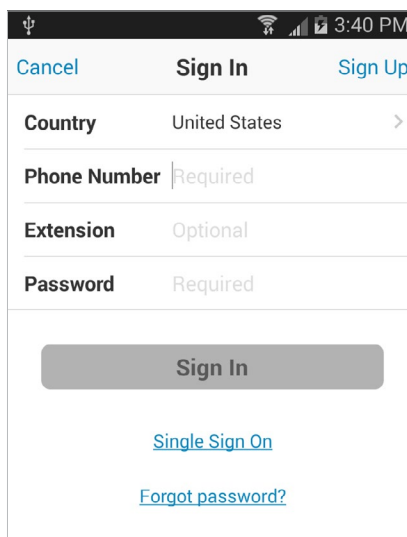
Launch RingCentral Meetings. Click **Sign In** and enter your RingCentral phone number/extension and password. Select **Join a Meeting** and enter the meeting ID to join as a participant.



RingCentral Meetings for Windows launch screen

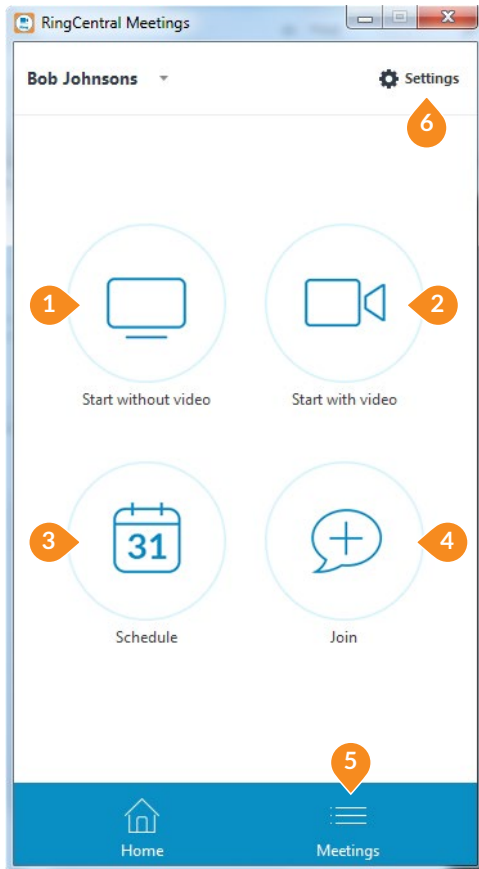
Smartphone or tablet

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

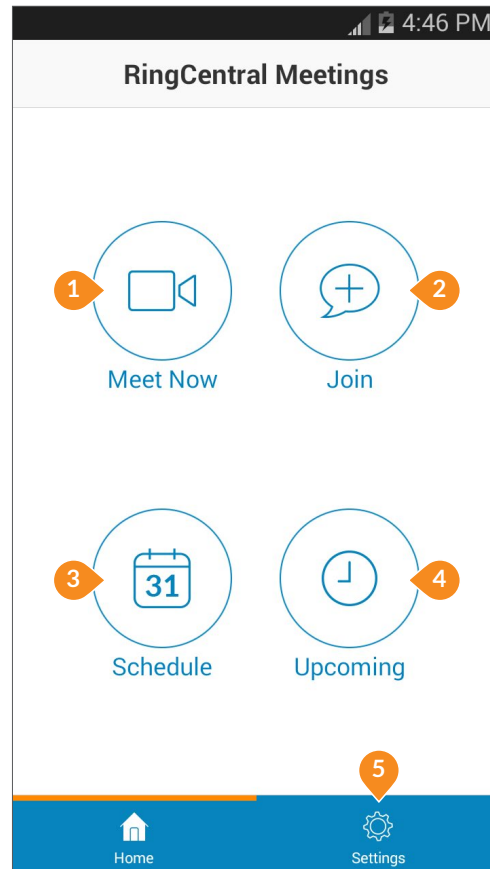


RingCentral Meetings for Android sign-in screen

Get to know RingCentral Meetings



RingCentral Meetings for Windows home screen



RingCentral Meetings for Android home screen

Computer

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** a meeting as a participant.
5. **Meetings.** View upcoming meetings or access previous meeting recordings.
6. **Settings.** Configure settings to optimize your online meeting experience.

Smartphone and tablet

1. **Meet Now.** Instantly start a video conference or online meeting.
2. **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 you 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 this meeting via email or SMS (mobile).
4. View participants.

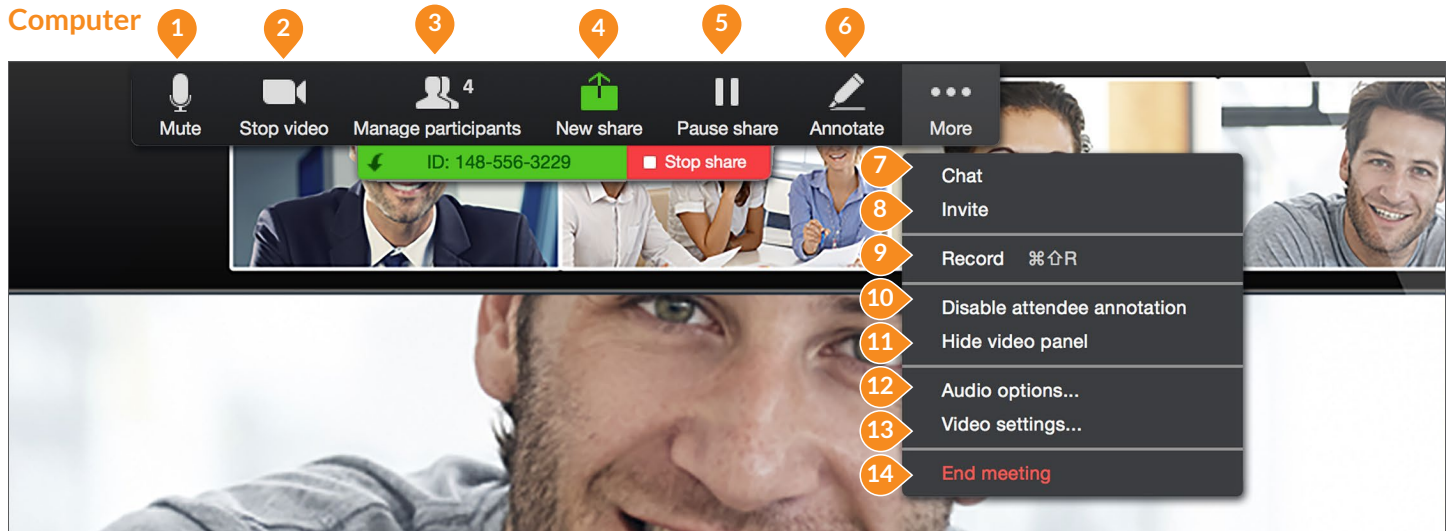
Computer



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.

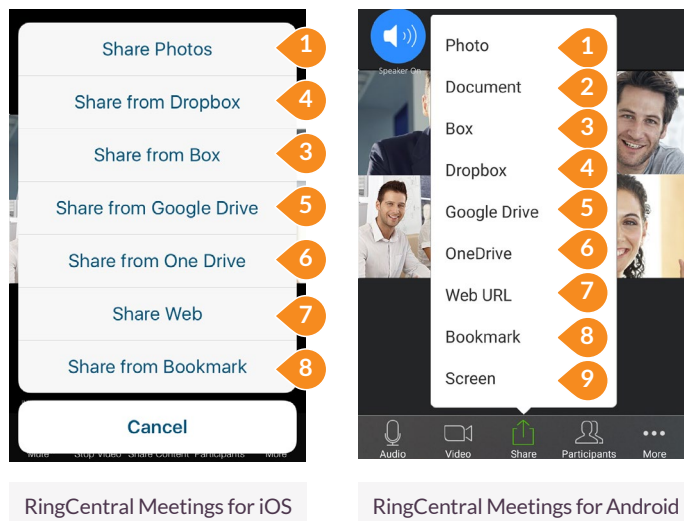
Web meetings

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



1. Mute/unmute audio.
2. Start/stop video (camera).
3. View participants.
4. Share a new window, file, or whiteboard.
5. Pause/resume the meeting.
6. Annotate content with tool to highlight or mark up shared content.
7. Chat with an individual or group.
8. Send a meeting invitation via email.
9. Start recording the meeting.
10. Enable/disable a participant's annotation capability (this function is not available for Android).
11. Show/hide your video.
12. Switch the audio selection between dial-in or in-app audio.
13. Access settings to configure audio, video, microphone, and more.
14. End the meeting.

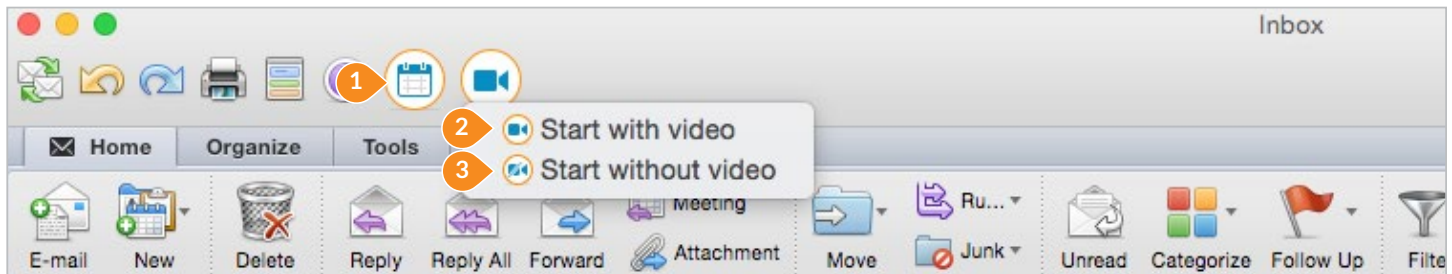
Smartphone and tablet



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 to connect RingCentral Meetings participants who join from desktops, smartphones, and tablets.



1. Mute/unmute microphone.
2. Start/stop video.
3. Share content via Wi-Fi or AirPlay® Mirror.
4. Display gallery view.
5. Control camera in the conference room.
6. View participants.
7. Sent meeting invitations via email.
8. Configure audio and video settings.
9. 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® 10.6 Snow Leopard or later; Windows® XP 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), camera and audio system, Mac computer with Mac OS 10.9 or later (minimum Intel® Core™ i5 2 GHz processor for a single monitor; minimum Intel Core i7 3 GHz processor for dual monitors). See [RingCentral Rooms User Guide](#) for details.