

# RingCentral Video

User Guide

For v1.0

**RingCentral<sup>®</sup>**

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## What platforms are supported?

Use RingCentral Video on any of these supported platforms.

### Operating systems

- Windows 10 and later
- Mac OS X 10.7 and later

### Browsers

- Google Chrome 75 and later
- Microsoft Edge 79 and later

### Mobile devices

- iOS 10.0 and later
- Android 5.0 and later

## RingCentral Video overview

RingCentral Video gives you the power to video conference with face-to-face meetings and enables you to share your desktops or documents with anyone, anywhere, at any time. RingCentral Video is designed for open exchange and interactive communications. Use RingCentral Video to start instant meetings, invite participants, and record meetings for later reference.

### Start using RingCentral Video in the RingCentral app

After your system administrator has installed the RingCentral Video app, you can start or join a RingCentral Video meeting directly in the RingCentral app on any supported device.

1. In the RingCentral app, select **Meetings** to start, schedule, or join meetings
2. Press **Start** to launch instant meetings, or **Join** to enter a meeting by providing a Meeting ID

### Start using RingCentral Video in a browser

After your system administrator has installed the RingCentral Video app, you can start or join RingCentral Video meetings directly via a Google Chrome browser window on any supported device.

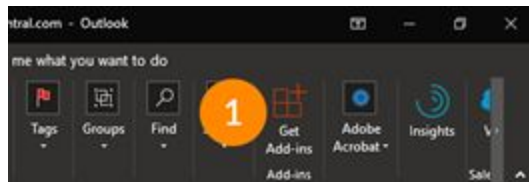
1. From Google Chrome, sign in to <https://v.ringcentral.com>
2. At the prompt, choose whether to Allow or Block use of your microphone and camera
3. Click **Sign in** to access the full range of Video application options, or click **Join a Meeting** and enter the meeting ID and your name to join a scheduled meeting. Click **Start** to instantly begin a new meeting

# Using RingCentral Video with Microsoft Outlook

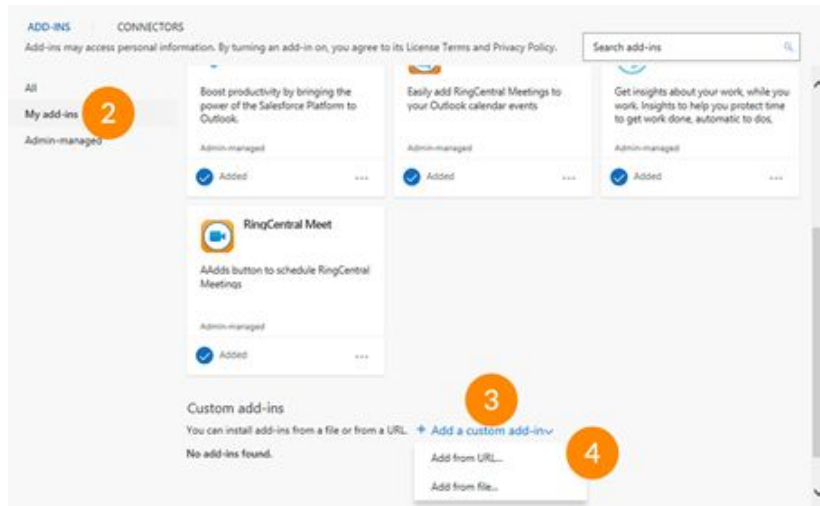
## Installing RingCentral Video add-in for Outlook

You can install a RingCentral Video add-in to Outlook to make scheduling meetings even easier.

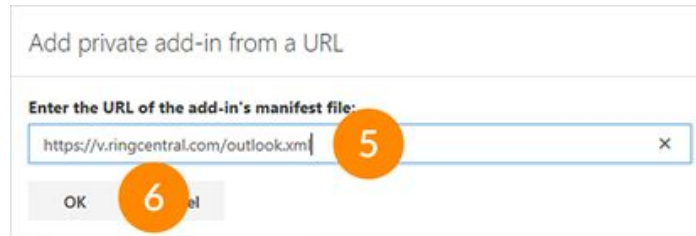
1. From Outlook, click **Get Add-ins**



2. Click **My add-ins**
3. Click **Add a custom add-in**
4. Click **Add from URL**



5. Enter the add-in manifest file url



Add private add-in from a URL

Enter the URL of the add-in's manifest file:

https://v.ringcentral.com/outlook.xml

OK

6. Click **OK**
7. Click **Install**

## Connecting your Outlook calendar

Link Microsoft Outlook 365 to RingCentral Video.

1. Log in to RingCentral Video and click **Connect calendar**
2. Click **Connect for Outlook Calendar**
3. Log in to Microsoft
4. If already logged in, select your account
5. When prompted, click **Accept**

To use a plug-in feature to schedule RingCentral Video, click **Install Plug-in**. Follow the installation instructions and click **Done**.

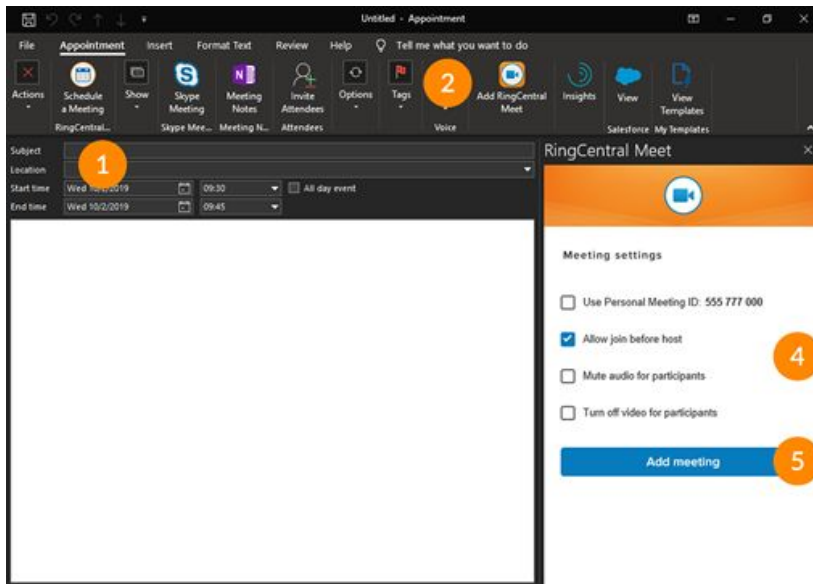
## Scheduling from Outlook

1. Once logged in, click **Schedule**
2. Click the **Calendar** drop-down menu
3. Select Outlook
4. Click **Schedule**. A new browser tab with Outlook 365 opens
5. Update the meeting information

## Using the Outlook add-in

Automatically populate the meeting details in your invite.

1. In Outlook, create a new meeting. Set the time and invite the participants
2. Click **Add RingCentral Video**
3. Sign in
4. Select options
5. Click **Add meeting**
6. Send the invite

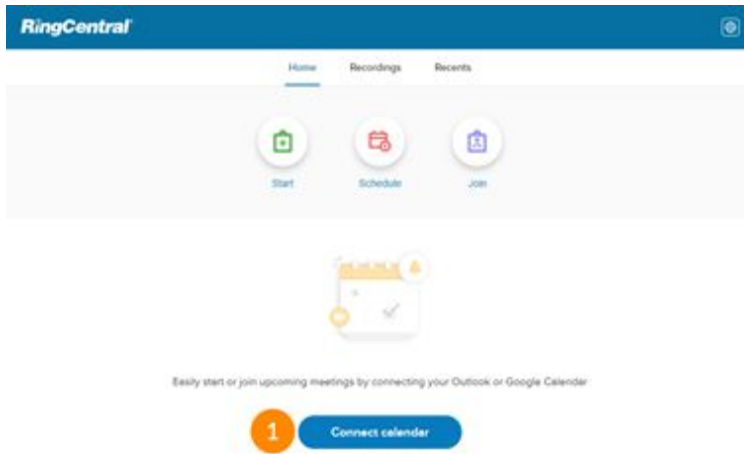


# Using RingCentral Video with Google

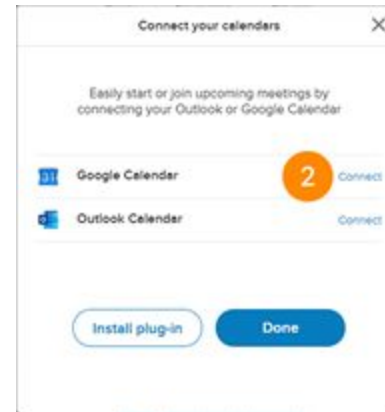
## Connecting Google Calendar to RingCentral Video

Link Google Calendar to RingCentral Video allowing you to schedule meetings for the way you work.

1. Once logged in, click **Connect calendar**



2. Click **Connect for Google Calendar**



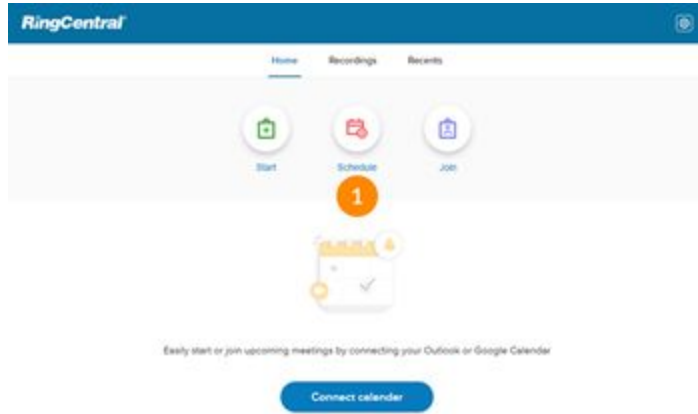
3. Log in to Google
4. If already logged in, select your account
5. When prompted, click **Allow**
6. Select the appropriate options
7. Click **Allow** to confirm  
**Click Done**



## Scheduling a meeting using Google Chrome

You can schedule RingCentral Video meetings directly in a Google Chrome browser window on any supported device.

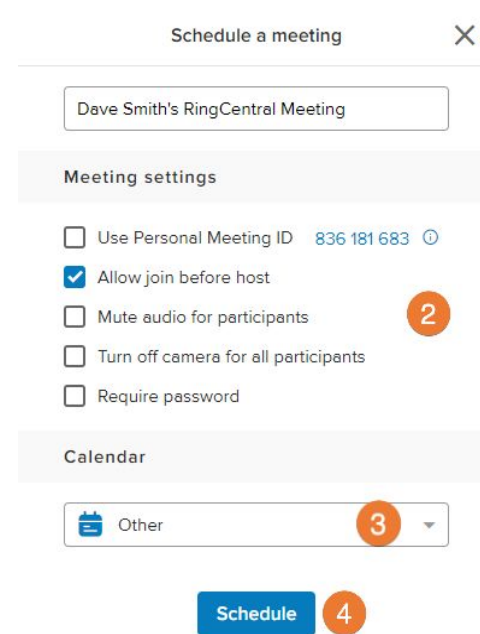
1. Once signed in, click **Schedule**



2. Select setting choices for your meeting
3. In the **Calendar** drop-down menu, select the preferred app  
If you select **Other**, you can copy and paste the meeting invite to your preferred app

4. Click **Schedule**

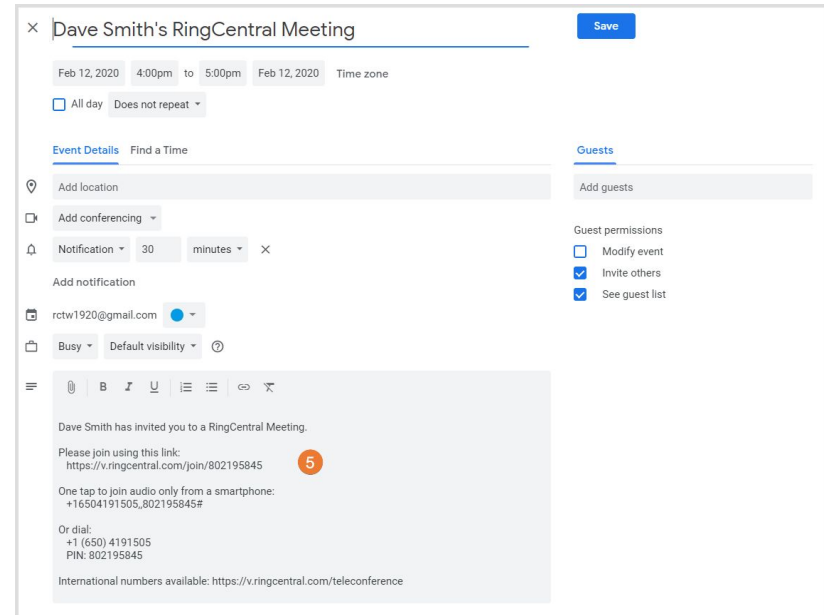
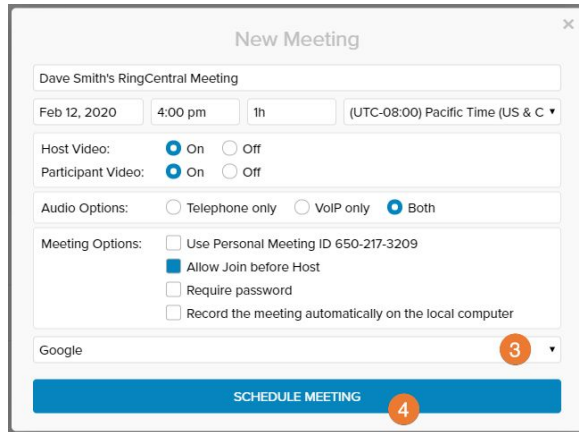
RingCentral Video opens a new browser tab for your calendar where you can set the meeting date and time, check attendee schedules, and invite others. If using iCal for a Mac, the iCal file automatically downloads



## Scheduling from Google Calendar

Use RingCentral Video to automatically add your information.

1. Log in and click **Schedule**
2. Click the **Calendar** drop-down menu.
3. Select **Google Calendar**
4. Click **Schedule Meeting**. A new browser tab for Google Calendar opens
5. Update the meeting information and click **Save**



## Scheduling a meeting on behalf of others using Google Chrome

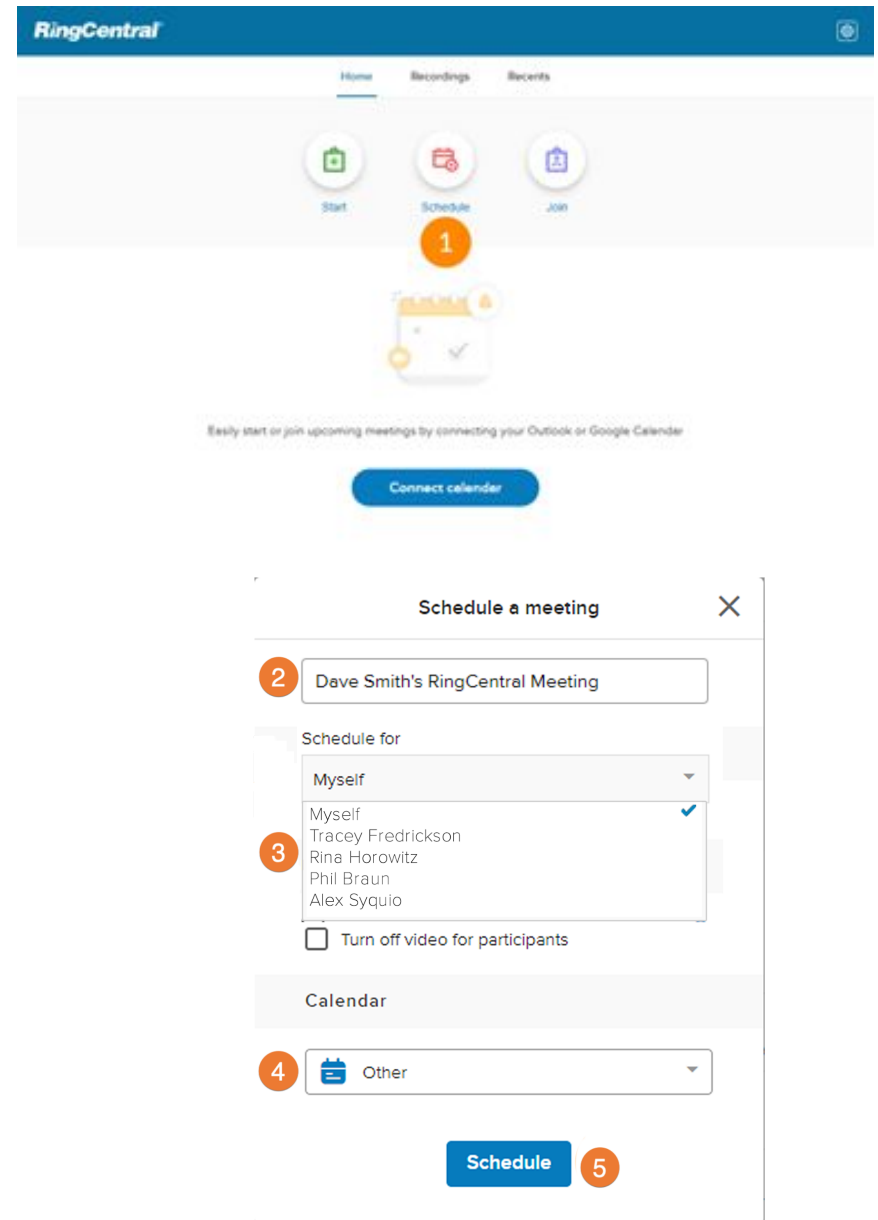
You can schedule RingCentral Video meetings for others directly in a Google Chrome browser window on any supported device. Using the **Schedule for** drop-down menu, you can designate the name for whom the meeting is being scheduled without having to access the other account.

Ensure your system administrator has assigned permission to create meetings for others.

1. Sign in and click **Schedule**
2. Click the **Schedule for** drop-down menu and designate for whom you will be scheduling the meeting
3. Choose name for whom you are scheduling the meeting
4. In the **Calendar** drop-down menu, select the preferred app. If you select Other, you can copy and paste the meeting invite to your preferred app
5. Click **Schedule**

RingCentral Video opens a new web tab or page for your selected or default calendar where you can set a meeting date and time, check coworkers' schedules, and invite others.

If using iCal for a Mac, the iCal file automatically downloads.



## Using the RingCentral app

### Scheduling a meeting in the RingCentral App

You can schedule RingCentral Video meetings directly in the RingCentral app on any supported device.

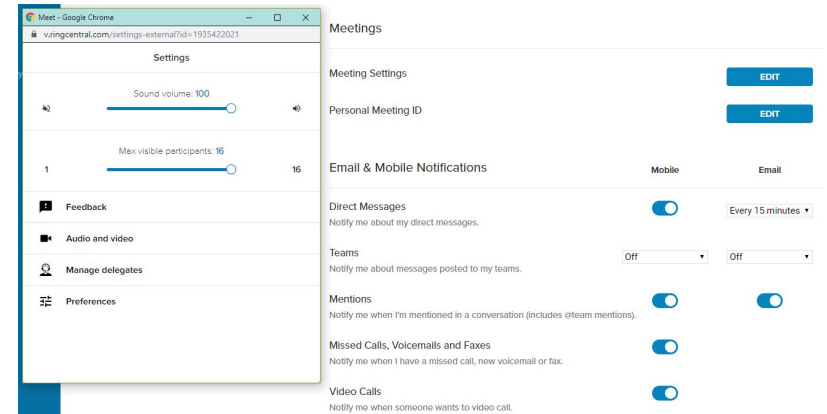
1. From the Video option, click **Schedule**
2. Choose meeting date, time, and options
3. Click **Next** (the arrow icon)
4. Click **Schedule**

# Audio settings for RingCentral Video

## Adjusting audio settings before joining a meeting

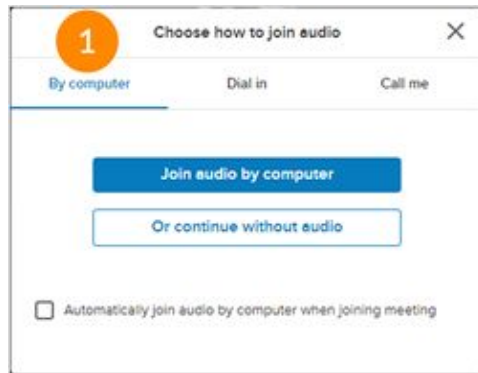
By default, RingCentral Video uses your system settings for the microphone, speakers or headphones, and camera.

1. Click the gear icon to access **Settings**
2. Scroll down to **Meetings** and choose **Meeting Settings** and click **Edit**
3. Select **Audio and video** to choose speakers, microphone, and camera other than the default selections
4. Click **Done**



## Selecting audio options

Choose how you listen to meeting audio either selecting from your computer, dialing in, or having RingCentral Video call you.

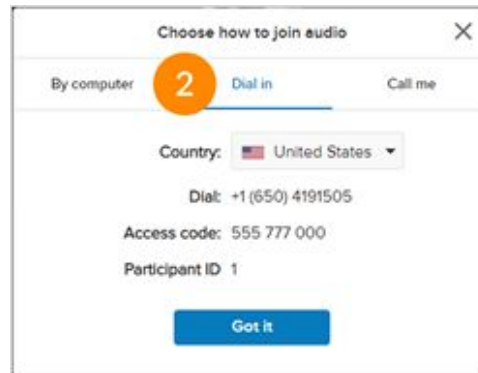


1. If using computer audio through your connected device, select either:

**Join Audio by Computer:** RingCentral Video uses the default speaker settings on your connected device.

**Or Continue Without Audio:** Select this option if you already dialed in or are receiving audio from another source like a conference room speaker and need no further audio playback.

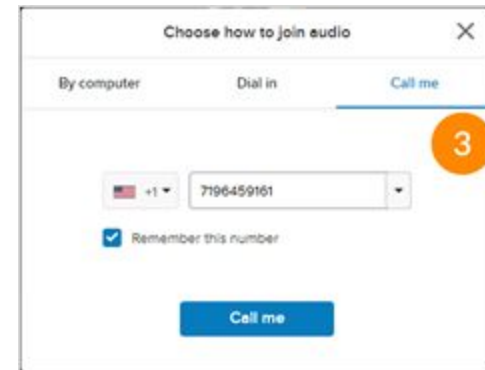
You also can choose to automatically use computer audio when joining meetings in the future.



2. If you choose to dial into the meeting, click **Dial In**.

Use the information presented to connect to the meeting.

Then, click **Got It**.



3. If you choose to have RingCentral Video to call you, click **Call me**.

Enter the telephone number. If used previously, select the preferred telephone number from the drop-down list.

Then, click **Call Me**.

Answer the incoming call.

## Adjusting Audio Settings after joining a meeting

By default, RingCentral Video uses your device settings for the microphone, speakers/headphones, and camera.

1. Click **Settings**
2. Click **Audio and video**
3. To test the speakers, click **Test**. If you cannot hear the test audio, change the playback settings by clicking the **Speakers** drop-down menu and selecting a new device.
4. The microphone becomes active and updates as the system detects audio input. If you are not seeing it move, click the **Microphone** drop-down menu and select a new device
5. If the correct video does not display under the **Camera** section, click the **Camera** drop-down menu and select a new camera  
Note: If the video preview is black, ensure your camera is not covered
6. Click **Save**

## Changing audio options while in a meeting

Change how you listen to the meeting audio by selecting an option: from computer, dialing in, or having RingCentral Video call you.

1. Click **Join Audio**
2. If choosing to use computer audio through your connected device, select:

### **Join Audio by Computer**

RingCentral Video uses the default speaker settings on your connected device

Or

### **Continue Without Audio**

Select this option if you already dialed in or are receiving audio from another source like a conference room speaker

You also can choose to automatically use computer audio when joining meetings in the future

3. If you choose to dial into the meeting, click **Dial in**
4. Use the information presented to connect to the meeting, then click **Got It**
5. If you choose to have RingCentral Video call you, click **Call me**
6. Enter the telephone number. If used previously, select the telephone number from the drop-down list, then click **Call Me**
7. Answer the incoming call



# Controlling RingCentral Video

## Meeting controls

- 1. Full screen**  
Change the window size to full screen.
- 2. Join Audio or Mute/Unmute**  
Change your audio option. When joined, use the same button to mute/unmute your microphone.
- 3. Turn on/off video**
- 4. Share your screen**  
Shows options to display your screen.
- 5. Invite**  
Add additional participants to the meeting.

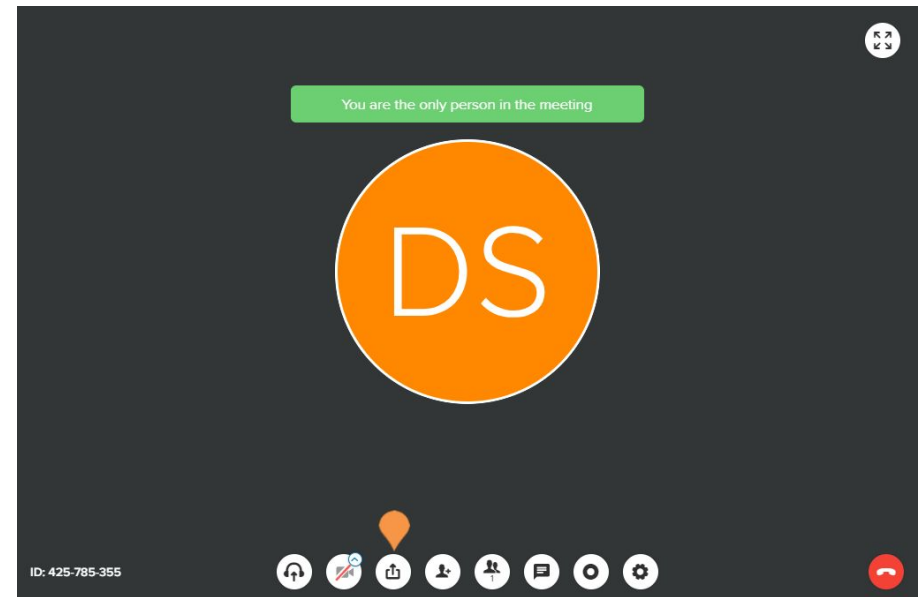
- 6. Show participants**  
Displays meeting participants.
- 7. Chat**  
Displays the chat window to further collaborate with participants.
- 8. Record**  
Start recording the meeting.
- 9. Settings**  
Show settings for Visible participants, Audio and video, Calendar, Manage delegates, Preferences, and My account, and send feedback.
- 10. Leave meeting**  
Options for ending or leaving the meeting.



## Sharing content

Choose what content to share during the meeting. You can choose to share your screen, a specific application, or a browser tab.

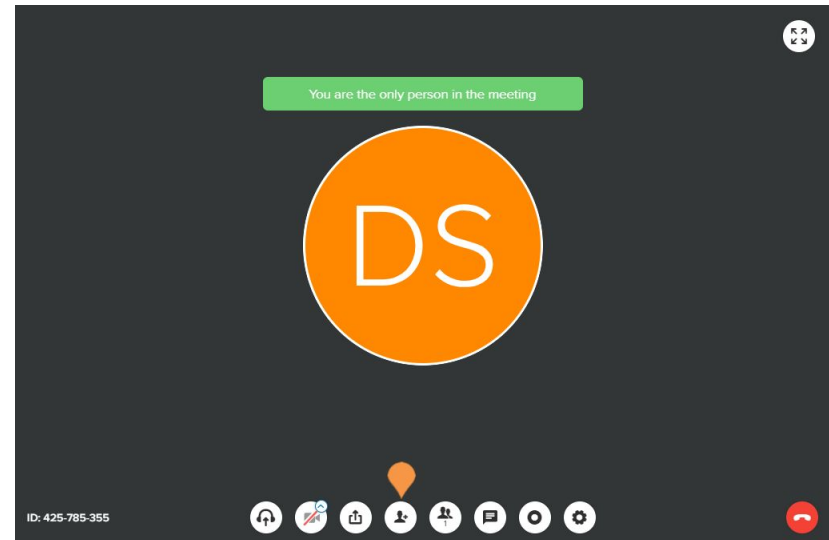
1. Click **Share Your Screen**
2. If choosing to share an entire screen, select **Your Entire Screen**. When using multiple screens, select the appropriate screen to share
3. If you choose to share a specific application, select **Application Window**. When multiple applications are open, select the appropriate app
4. If you choose to share a specific browser tab, select **Chrome Tab**. When you have multiple tabs, select the appropriate tab
5. Click Share



## Adding participants

As a host, add new participants to a meeting by copying a meeting link, calling directly, or sending an invite by email.

1. Click the Add Participants icon
2. To invite a new participant by calling them, choose Invite by Phone from the selection list and enter the number to call.
3. To invite a new participant by email, choose Invite by Email from the selection list. Your default mail client will open. Enter the invitee's email information and send.
4. If you choose to copy a meeting link, click Copy meeting link. Then, paste the meeting link into your message or other app.



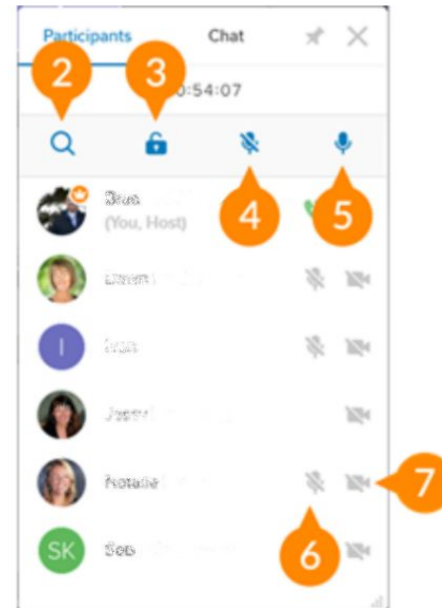
## Managing participants

As host, you have options to control participant interaction within the meeting.

1. Click **Show Participants**.

The following options are available:

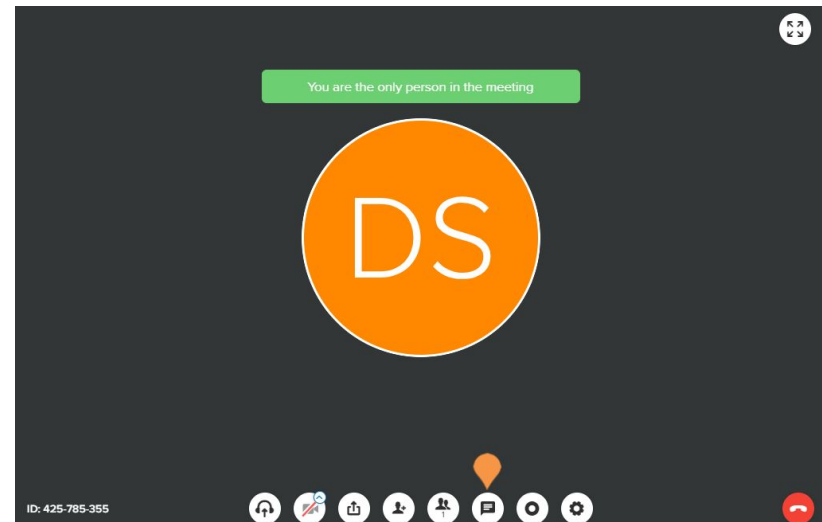
2. **Search**  
Find participants within the meeting.
3. **Lock/Unlock**  
Allow or prevent others from joining the meeting
4. **Mute all**  
Mute all participants during the meeting.
5. **Unmute all**  
Unmute all participants during the meeting.
6. **Mute/Unmute participant**  
Mute or unmute a specific participant.
7. **Turn On/Off video**  
Turn camera on or off for a specific participant.  
Note: the participant must have turned on their video for their video to display.



## Chatting with other participants

During a meeting, you can chat with other participants.

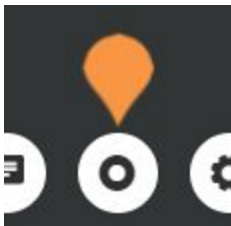
1. Click **Show Participants**.
2. Click **Chat**.
3. Enter your message.
4. Other chat messages display.
5. Click **Close** to close the Chat window.



## Record a meeting

To record your meeting:

1. Click Record



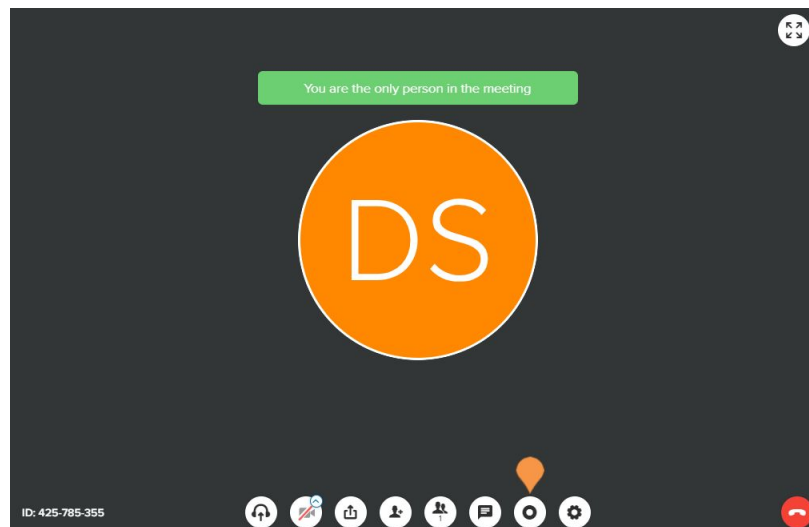
2. The recording timer appears.



3. To stop recording, click Stop.



The recording automatically stops when the meeting is over.



## Retrieving a recording

Access your previous recordings during a meeting or any time by accessing RingCentral Video.

1. Click **Recordings**.
2. Locate the appropriate meeting by scrolling through the meeting list or by searching for the meeting.
3. Click the meeting. Once displayed, you can select the following options.
4. **Play recording.**  
Play the audio and any shared content.
5. **Player controls.**  
Fast forward or rewind the recording.
6. **Full Screen.**  
Play the recording in full screen.
7. **Download recording.**  
Save a recording locally on your connected device.
8. **Delete.**
9. **Share Recording.**  
Locate the team member with whom you want to share the recording.
10. When complete, click **Back to recordings**.

## End meetings

As a host, you can leave the meeting or end the meeting for all.

1. Click **Leave meeting**
2. To leave the meeting, click **Leave meeting**
3. To end the meeting as a host, click **End meeting for all**

If the meeting is being recorded, the recording stops.