

RingCentral Meetings® - User Guide

Click on link Webinar link provided to you

If you haven't accessed this webinar before you will be asked to install RingCentral App. Install this first.

Once you download the RingCentralApp, you will automatically be added to the video conference.

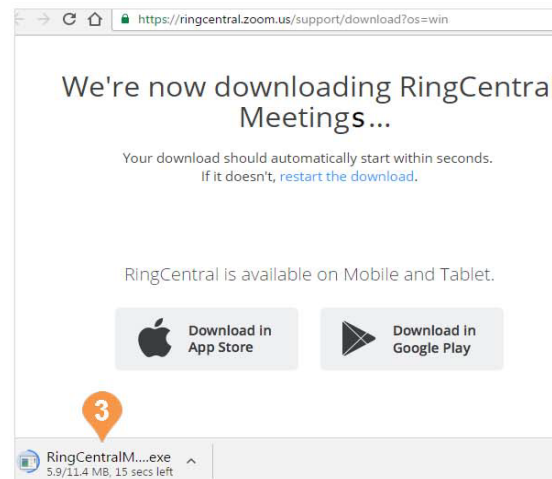
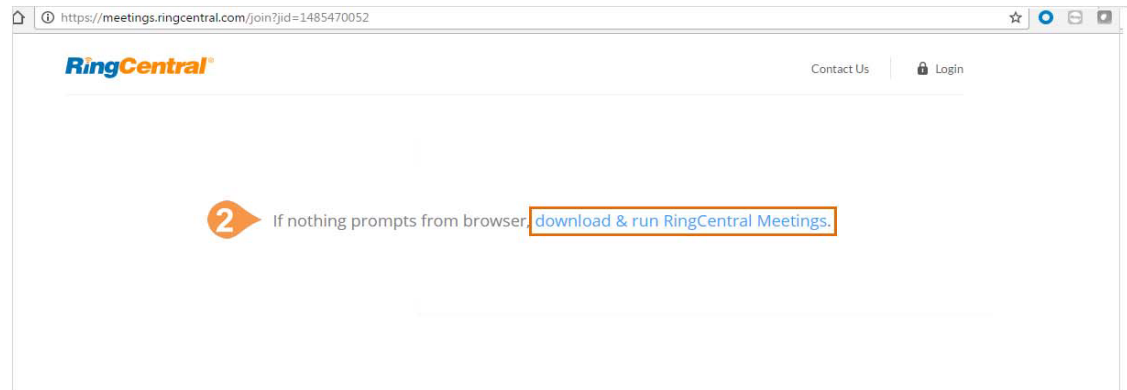
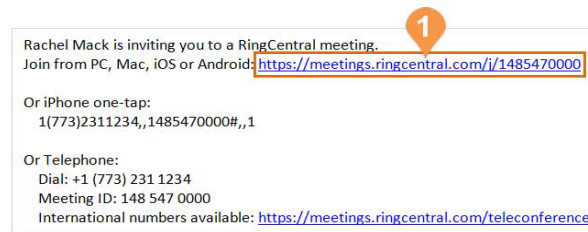
Install from a Meeting Invitation

When participating in a RingCentral meeting, for the first time, you may not be able to join right away after the link from the email invitation has been clicked. This happens when the RingCentral Meetings app has not been installed on the computer yet.

Note: If your company does not allow individual end users to install applications downloaded from the Internet, you may need assistance from your IT administrator at your company to download RingCentral Meetings for the first time. Contact your IT administrator prior to the

To install RingCentral Meetings:

1. Click the meeting link in the body of the calendar or email invite.
- 2 You are redirected to meetings.ringcentral.com in your web browser and the application downloads automatically. Click the blue link if the application does not automatically download.
3. Once the download is completed, click on the box in the lower left-hand corner of your browser to start the installation.
4. Click **Run** to complete the installation of the RingCentral Meetings app. Once the download is complete, you will enter the RingCentral meeting.

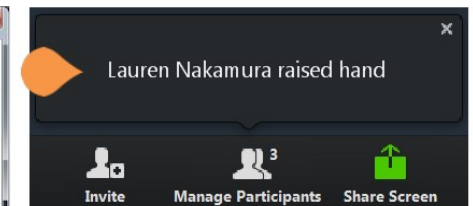
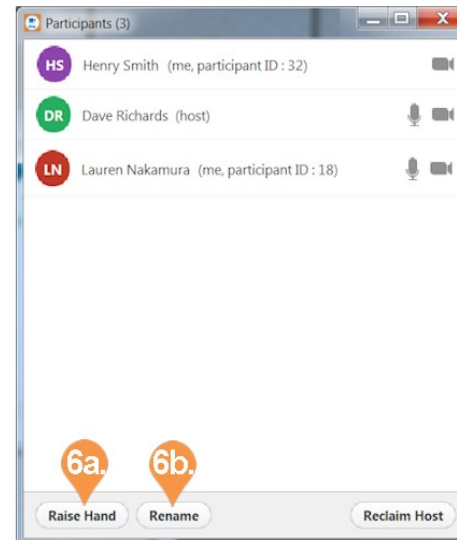


Participant Controls

Participants have standard controls at the bottom menu bar of the meeting as well as the **Raise Hand** and **Rename** (Windows and Android only) features.

Desktop

1. **Join Audio/Mute:** Dial in or call via device audio then mute or unmute microphone.
2. **Settings (Audio)**
3. **Start/Stop Video:** Turn video on or off.
4. **Settings (Camera)**
5. **Invite:** Send invitations to participants.
6. **Manage Participants:** View other participants and see more options.
 - a. **Raise Hand:** If you'd like to notify the host that you need their attention, use the Raise Hand feature. The Host will get a notification that you have raised your hand. Click **Participants** to open a list of participants. At the top of the pop-up, you will see Raise Hand. Click **Raise Hand**.
 - b. **Rename:** On Windows at the top of the Participants pop-up, you will also see **Rename**. You can rename yourself by clicking **Rename**.
7. **Share Screen:** Share your screen or, if another person is sharing, send a request to the host to share your screen.
8. **Chat:** Instantly exchange messages with individuals or all meeting participants.
9. **Record:** Send the host a request to record the meeting. Once the host has allowed you to record, you can begin recording the meeting.
10. **Leave Meeting**



Participant Controls continued...

Mobile

1. **Join Audio/Mute:** Dial in or call via device audio then mute or unmute microphone.
2. **Start/Stop Video:** Turn video on or off.
3. **Share Content:** Share content along with your screen.
4. **Participants:** available options.
 - a. **Chat:** Start a chat session with a selected participant or everyone.
 - b. **Invite:** Invite a participant to the current meeting by one of these methods:

- Email
- Message
- Copy URL
- Invite H.323/SIP Room System

Select your name to see more actions:

- a. **Raise Hand:** Notify the host that you need their attention. The Host gets a notification that you raised your hand.
 - b. **Rename:** Rename yourself.
5. **Leave**

