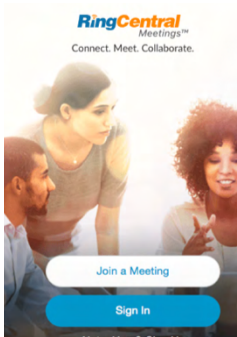


## Connecting with Grace Meetings Online and by Phone

### Connect to Ring Meeting via Online Device (computer, smart phone, tablet computer)



- If you got an **email invitation** to a meeting, **click the link** to the meeting\*
- Most **grace wide meetings**, including prayer meetings, are listed on our website at: [gracebfc.org/online](http://gracebfc.org/online) - click the appropriate button to connect\*
- Alternately, **contact the leader of your meeting** and ask them to give you the **Meeting ID** – you can now open the Ring Meeting app, click Join Meeting, and type in the Meeting ID\*



\* If this is the **very first time** you are connecting on this device you may be asked to download the Ring Meeting app, you may also be asked to give permission for Ring to access your microphone or video, these are all normal, you should give permission (you can also download the Ring Meeting app from the iPhone and Android app stores)

\*\* **Zoom note:** while we use as program called Ring Meeting, it is powered by Zoom, and thus looks like Zoom. You can also connect to any Ring meeting using the Zoom app and the Meeting ID.

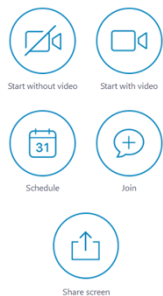


### Connect to Ring Meeting via Telephone



- If you got an **email invitation** to a meeting, you can call any of the Telephone numbers listed ... when prompted enter the Meeting ID in the email
- Most **grace wide meetings**, including prayer meetings, are listed on our website at: [gracebfc.org/online](http://gracebfc.org/online) - call the Telephone number listed ... when prompted enter the Meeting ID listed on the webpage

### Scheduling a Group Conference Call / Online Meeting



- The church has the ability to schedule Ring Meetings for up to 100 people. Contact Pastor Mark to schedule your group. Mark can also send you our Meeting Host instructions and Ring Central's Quick Start Guide.
- If you just want to talk with a few friends you can use something like Facetime on your phone or there are a number of online conferencing apps that have free versions. One of the popular online apps is Zoom, which looks and functions like Ring Central. Zoom's free version can have up to 100 people on a call, but the call can only last 40 minutes. Find out more and set up a free account at [zoom.us](http://zoom.us)

### Troubleshooting / Technical Support

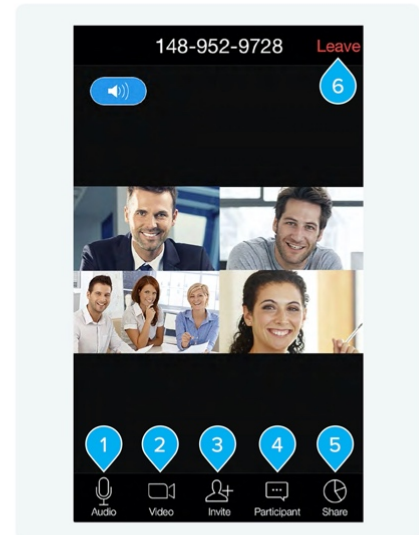
- Contact Pastor Mark, [mbickel@gracebfc.org](mailto:mbickel@gracebfc.org), (484)788-9026
- In you are having trouble connecting to a meeting please TEXT Mark at above number

# Ring Central's Main Screen

## Computer



## 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.
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.

### If Email or Web Link Doesn't Work / Ring Meeting Doesn't Open Automatically

Some iPads and other devices may not successfully open the Ring Meeting app from our email or web links. In those cases open the Ring Meeting app directly, click Join Meeting, and enter the Meeting ID.

## Online Meeting Etiquette

- Be on time (or if arriving after start, enter quietly)
- Mute yourself when not speaking. This will help with background noise and from multiple people talking all at once. (click on Microphone in menu to mute/unmute)
- Keep your comments brief.
- Look at the camera instead of looking at yourself.
- Be aware of your audio and video settings
  - If you cannot hear the speaker, check to be sure your device sound is not muted
  - If you go to speak and it appears people are not hearing you, check to be sure the microphone is turned on in the Ring Meeting app
  - Use the drop-down menus next to microphone and video icons to adjust settings
- Frame your camera properly. Make sure people can see your face.
  - Where possible it is best to have a light on in the room or natural light so it is not too dark, and to not sit directly in front of a window / bright light source as that will wash out your image
- Make sure your name is accurate
- You can use the ... at the top of you photo to rename yourself