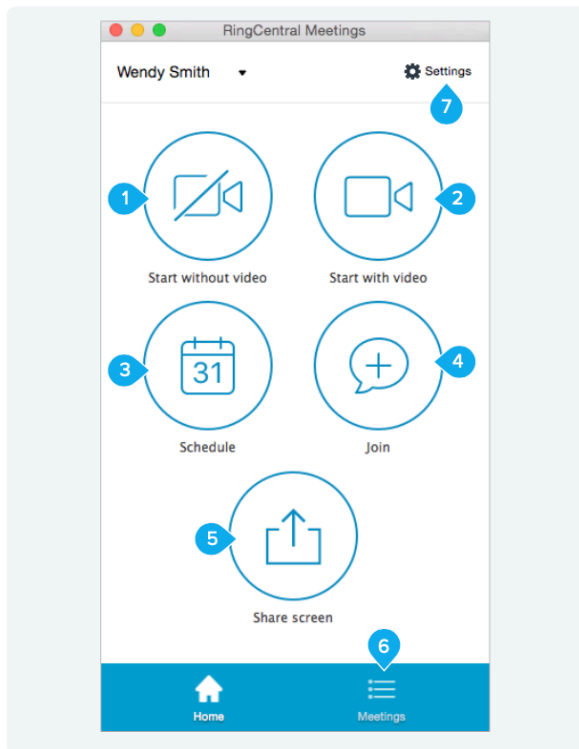


# Hosting Grace Meetings Online and by Phone

## Scheduling a Ring Meeting

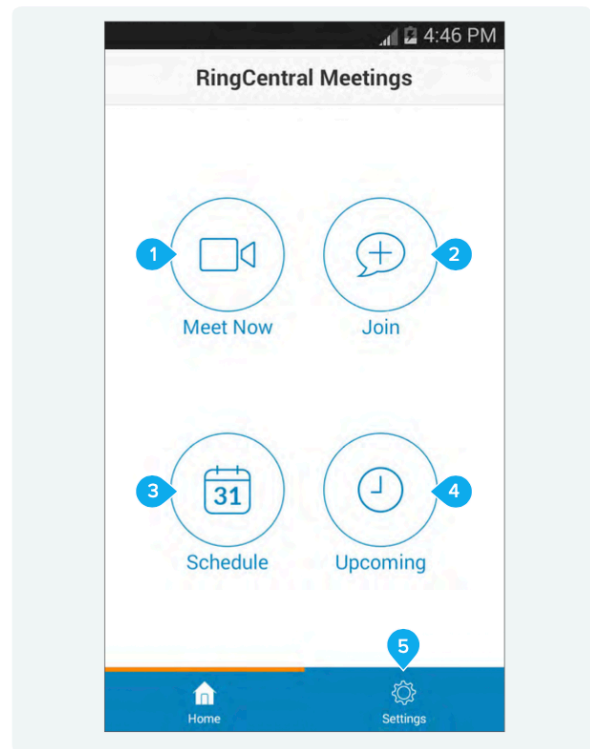
- The church has the ability to schedule Ring Meetings for up to 100 people. Contact Pastor Mark to schedule your group. Mark can also send you our Meeting Host instructions and Ring Central's Quick Start Guide.
- Note: Pastors Aaron, Mark and Tim, as well as Fuzzy, can schedule meetings
- If you just 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](https://zoom.us)

### Computer



RingCentral Meetings for Mac home screen

### Smartphone and tablet



RingCentral Meetings for Android home screen

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. Join a meeting as a participant.
  5. Share screen by entering a Meeting ID. When working with RingCentral Rooms™, share screen instantly by using proximity signal or entering a sharing key.
  6. Meetings. View upcoming meetings or access previous meeting recordings.
1. Meet Now. Instantly start a video conference or online meeting.
  2. Join. 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 your mobile device.
  4. Upcoming. View all of your upcoming meetings.
  5. Settings. Set up your audio, video, and microphone options when joining a meeting.

## Connecting to a Ring Meeting



- See document “Connecting to a Grace Meeting Online and by Phone”
- Alternately, if you are the one who scheduled the meeting, you can select the “meeting” option on the bottom of the home screen, hover over the meeting name you want, and click Start.
- **Meeting ID:** Meeting ID is always shown on the top header bar of the main meeting window. It is also on the scheduled meetings screen. Anyone can join the meeting from the Ring Meeting app (or Zoom app) with that ID.

## Hosting an Online Meeting

- See QuickStart manual for photos and more on select features below:
  - **Invite** - you can send invites to the meeting during the meeting
  - **Participants** - opens a side window where you can see all participants – you can also rename them, mute their microphone, and mute all microphones
  - **Share Screen** – let others see you computer screen ... or open a white board to draw on ... or open a specific window for others to see (a new control bar will come up while sharing, see QuickStart Manual for details)
  - **Chat** – open a side window to have text chat with one or all participants
  - **Record** – record the meeting
  - **Breakout Rooms** – divide participants into smaller rooms so they can interact in smaller groups – you can choose who is in each room or have them chosen randomly – Host can join and leave any room – Host can also end breakouts
  - **Gallery View** (in upper right) - see all images in a grid equal in height (current speaker will be outlined in green) ... or toggle back to view with speaker large and everyone else small in a scrollable line
  - **Person Options** (scroll over any person video or name in participants list, click on ... or more) – rename people, make someone a host or cohost
  - **Full Screen** (upper right) - if you are in full screen mode participants and chat become floating windows, if you are not in Full Screen mode they form a sidebar

**Becoming Host** (many host controls are available to anyone in a meeting, but to do things like create breakout rooms, mute all and assign host you must be a host)

- **Scheduling Host** – if you have a church email account and schedule the meeting you will be the host
- **Assigning Host** – the host of a meeting, once in the meeting, can select someone else in the meeting and make them host or co-host by selecting their video and clicking ... or selecting their name in the participants list and clicking more and picking host / co-host
- **Claiming Host** – if someone else sets up the room and wants to let you host it they can give you their Host Key – You would join the meeting normally, then select your video and click ... or select your name in the participants list and clicking more, then claim host

## Troubleshooting / Technical Support

- Contact Pastor Mark, mbickel@gracebfc.org, (484)788-9026