

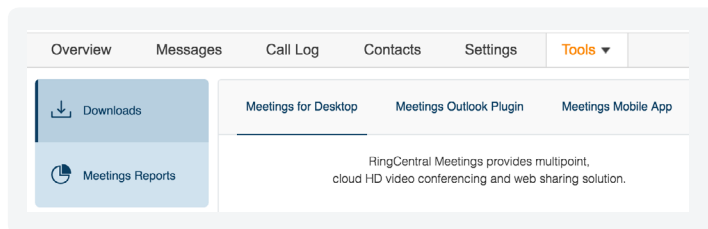
RingCentral Meetings™ QuickStart Guide

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

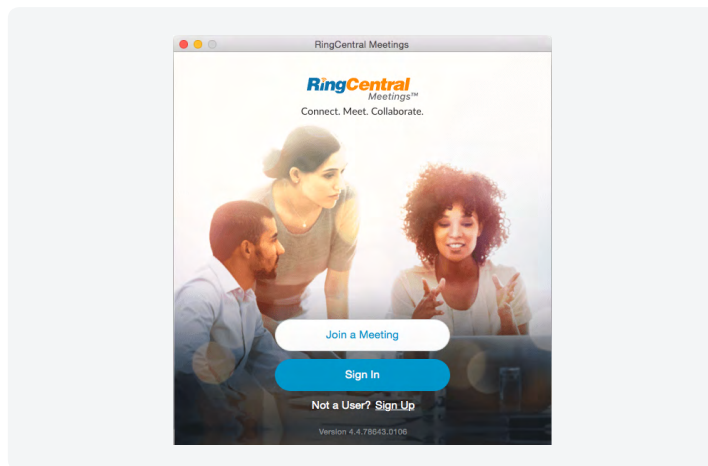
Download and install RingCentral Meetings from the iTunes® App Store or Google Play.



Start RingCentral Meetings

Computer

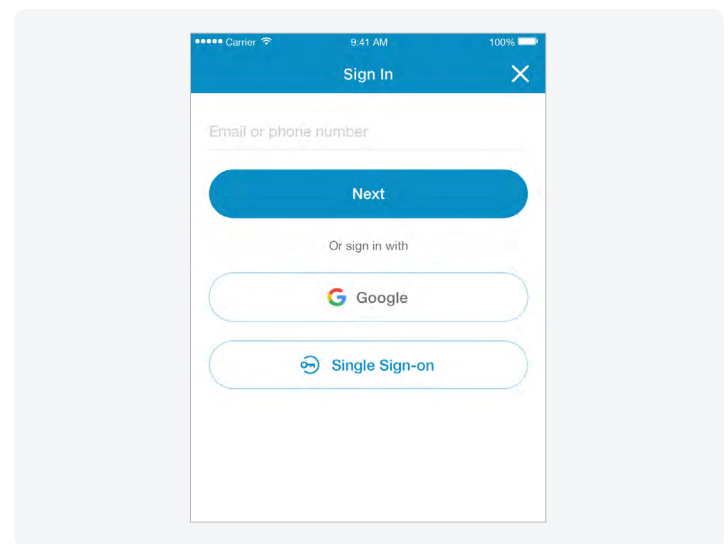
Launch RingCentral Meetings. Click Sign In and enter your email or RingCentral phone number/extension and password. Select Join a Meeting and enter the meeting ID to join as a participant.



RingCentral Meetings for Mac

Smartphone or tablet

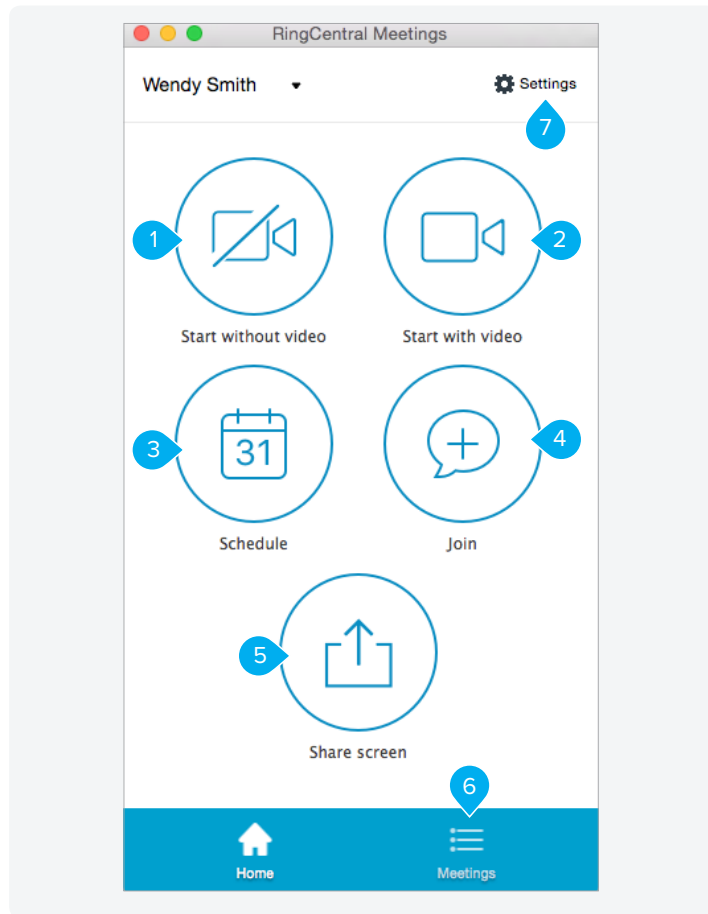
Open the app and log in with your RingCentral phone number, extension, and password.



RingCentral Meetings for Android

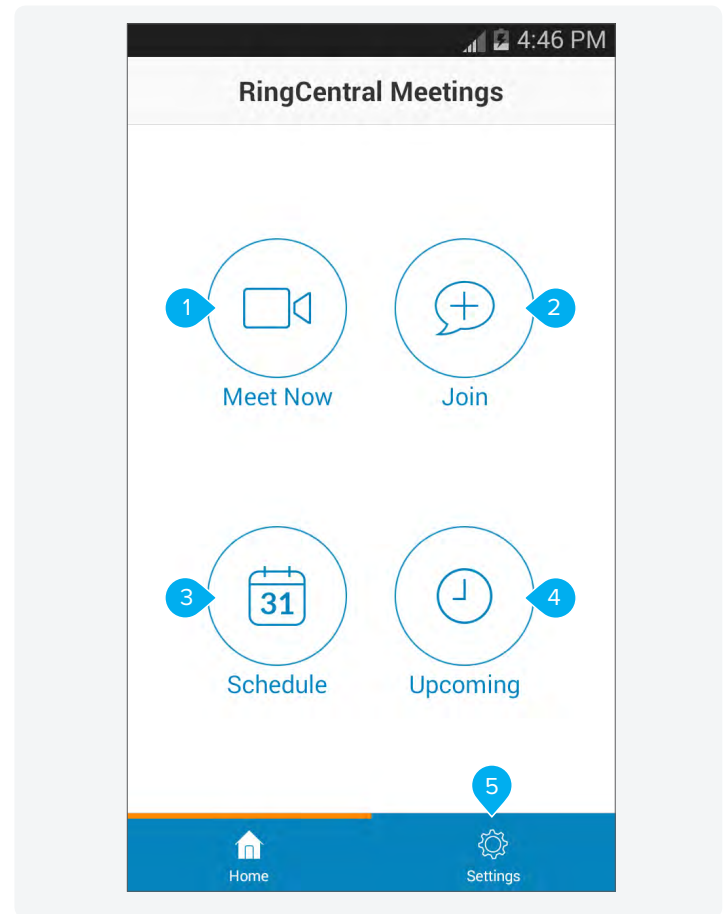
Get to know RingCentral Meetings

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 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.

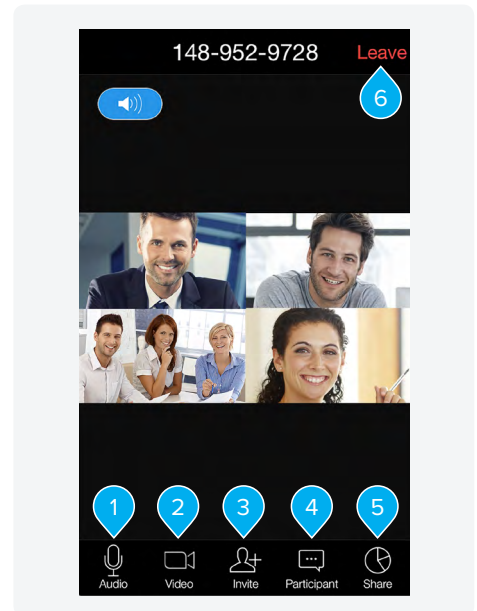
HD video conference

Meet online from anywhere for easy collaboration and communication with colleagues and clients.

Computer



Smartphone and tablet

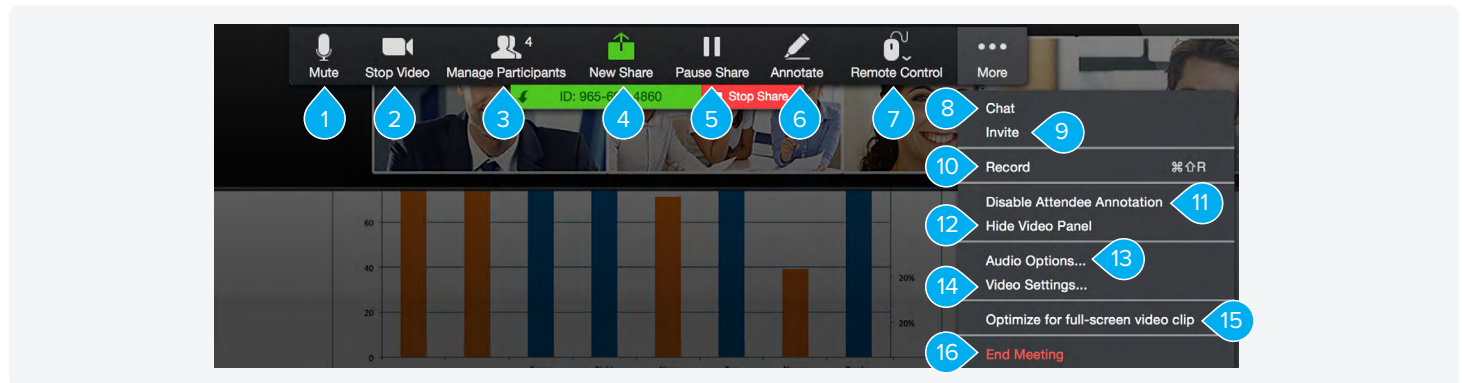


1. Mute, unmute, and set up audio.
2. Start, stop, and set up video (camera).
3. Invite people to join meeting via email or SMS (mobile).
4. View participants.
5. Share screen, file, or an app.
6. End or leave the current meeting.
7. Chat with an individual or address the entire group.
8. Record the current meeting.

Screen sharing

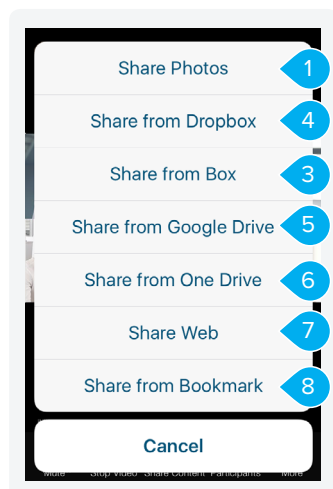
Optimize productivity by sharing your presentation, file, screen, or whiteboard with other participants. Click Share Screen from the Meeting Control menu.

Computer

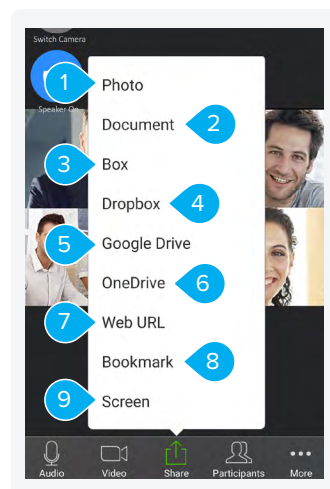


1. Mute/unmute audio.
2. Start/stop video (camera).
3. View participants.
4. Share a new window, file, or whiteboard.
5. Pause/resume shared screen.
6. Annotate content with tool to highlight or mark up shared content.
7. Remote Control a participant's mouse and keyboard.
8. Chat with an individual or group.
9. Send a meeting invitation via email.
10. Start recording the meeting.
11. Enable/disable a participant's annotation capability.
12. Show/hide your video.
13. Switch the audio selection between dial-in or in-app audio.
14. Access settings to configure video and more.
15. Optimize for full-screen video sharing to other participants.
16. End the meeting.

Smartphone or tablet



RingCentral Meetings for iOS



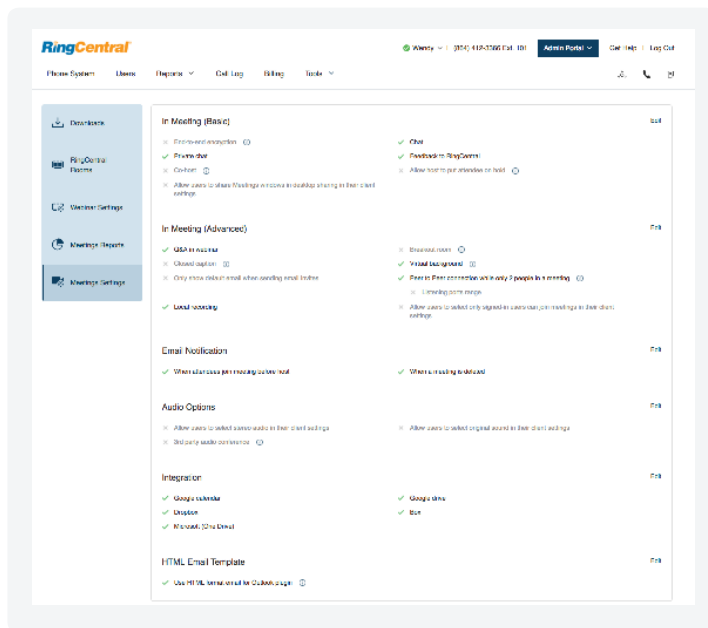
RingCentral Meetings
for Android

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.

Meetings Settings

To optimize the use of RingCentral Meetings, admins and users can enable or disable features directly within their online accounts at any time.

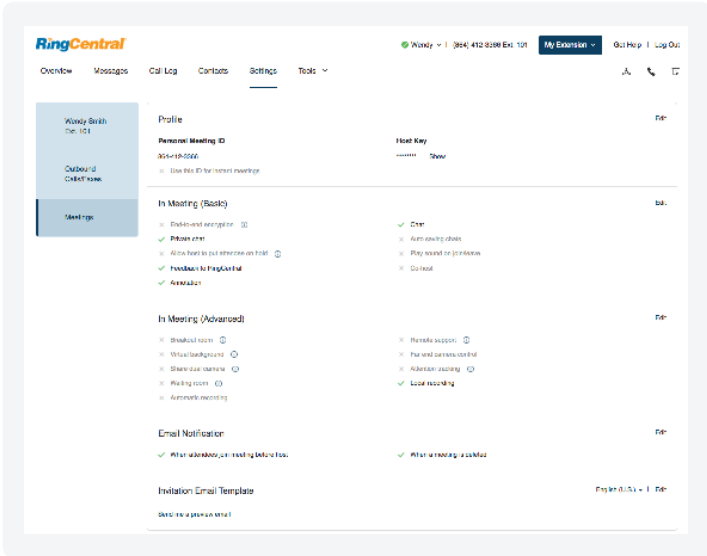
Admin settings: Below are the features that can be managed only by those with admin privileges. Once these features are enabled, they will be available to all the users within the company.



Settings	Default
In Meetings (Basic)	
End-to-end encryption	<input type="radio"/>
Chat	<input checked="" type="radio"/>
Private chat	<input checked="" type="radio"/>
Feedback to RingCentral	<input checked="" type="radio"/>
Co-host	<input type="radio"/>
Allow host to put attendee on hold	<input type="radio"/>
Allow users to share Meetings windows in desktop sharing in their client settings	<input type="radio"/>

Settings	Default
In Meeting (Advanced)	
Q&A in webinar	<input checked="" type="radio"/>
Breakout room	<input type="radio"/>
Closed caption	<input type="radio"/>
Virtual background	<input type="radio"/>
Only show default email when sending email invites	<input type="radio"/>
Peer to peer connection while only 2 people in a meeting	<input checked="" type="radio"/>
Local recording	<input checked="" type="radio"/>
Allow users to select only signed-in users can join meetings in their settings	<input type="radio"/>
Email Notification	
When attendees join meeting before host	<input checked="" type="radio"/>
When a meeting is deleted	<input checked="" type="radio"/>
Audio Options	
Allow users to select stereo audio in their client settings	<input type="radio"/>
Allow users to select original sound in their client settings	<input type="radio"/>
3rd party audio conference	<input type="radio"/>
Integration	
Google calendar	<input checked="" type="radio"/>
Google drive	<input checked="" type="radio"/>
Dropbox	<input checked="" type="radio"/>
Box	<input checked="" type="radio"/>
Microsoft (One Drive)	<input checked="" type="radio"/>
HTML Email Template	
Use HTML format email for Outlook plugin	<input type="radio"/>

User settings: These features can be turned on or off by individual users. Once a feature is enabled, it will apply only to a user’s own meetings.

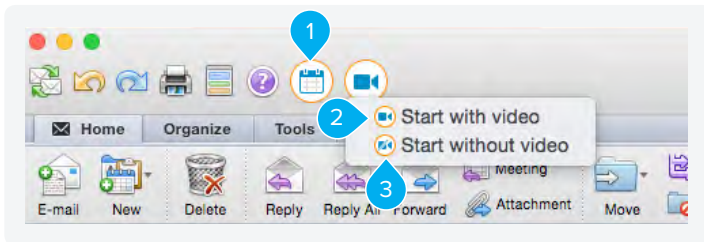


Settings	Default
Profile	
Personal Meeting ID	pre-defined
Host Key	pre-defined
In Meeting (Basic)	
End-to-end encryption	<input type="radio"/>
Chat	<input checked="" type="radio"/>
Private chat	<input checked="" type="radio"/>
Auto saving chats	<input type="radio"/>
Allow host to put attendees on hold	<input type="radio"/>
Play sound on join/leave	<input type="radio"/>
Feedback to RingCentral	<input checked="" type="radio"/>
Co-host	<input type="radio"/>
Annotation	<input checked="" type="radio"/>

Settings	Default
In Meeting (Advanced)	
Breakout room	<input type="radio"/>
Remote support	<input type="radio"/>
Virtual background	<input type="radio"/>
Far end camera control	<input type="radio"/>
Share dual camera	<input type="radio"/>
Attention tracking	<input type="radio"/>
Waiting room	<input type="radio"/>
Local recording	<input checked="" type="radio"/>
Automatic recording	<input type="radio"/>
Email Notification	
When attendees join meeting before host	<input checked="" type="radio"/>
When a meeting is deleted	<input checked="" type="radio"/>
Invitation Email Template	
Send me a preview email	pre-defined

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



1. Mute/unmute microphone.
2. Start/stop video.
3. Share content via Wi-Fi, AirPlay® Mirror, proximity signal, or wired HDMI devices.
4. Display speaker/gallery view.
5. Switch camera during a meeting (when multiple cameras are available).
6. Control camera in the conference room.
7. View participants.
8. Send meeting invitations via email.
9. Configure audio and video settings.
10. Leave the meeting.

System requirements:

RingCentral Meetings: RingCentral Office® editions; Broadband internet; iOS 9.0 or later; Android 5.0 or later; Mac OS X® 10.10 or later; Windows 7 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 9.0 or later (as a control); monitor(s); camera(s); audio and video system; Mac computer with OS X 10.9 or later; Windows computer with Windows 7 or later. Recommended 2.8 GHz Quad-core Intel Core i7 or higher processor. See RingCentral Rooms User Guide for details.

For more information, please contact a sales representative.
Visit ringcentral.com or call 855-774-2510.

RingCentral, Inc. (NYSE:RNG) is a leading provider of global enterprise cloud communications and collaboration solutions. More flexible and cost-effective than legacy on-premises systems, RingCentral empowers today's mobile and distributed workforce to communicate, collaborate, and connect from anywhere, on any device. RingCentral unifies voice, video, team messaging and collaboration, conferencing, online meetings, and integrated contact center solutions. RingCentral's open platform integrates with leading business apps and enables customers to easily customize business workflows. RingCentral is headquartered in Belmont, California, and has offices around the world.