

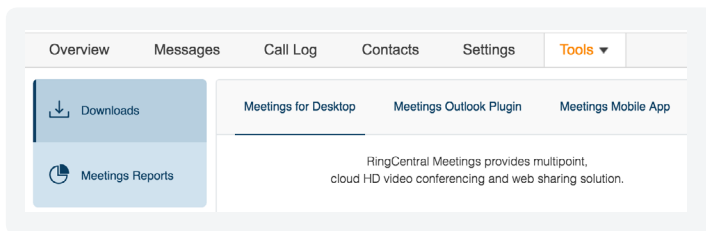
RingCentral Meetings™ QuickStart Guide

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

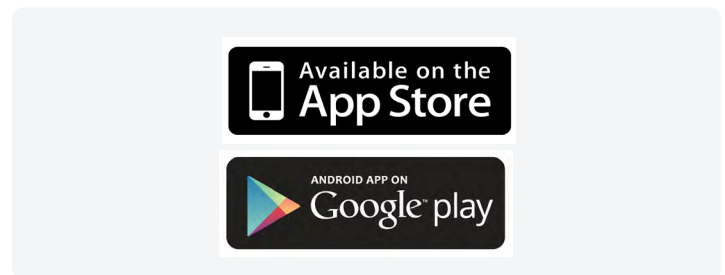
Computer

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

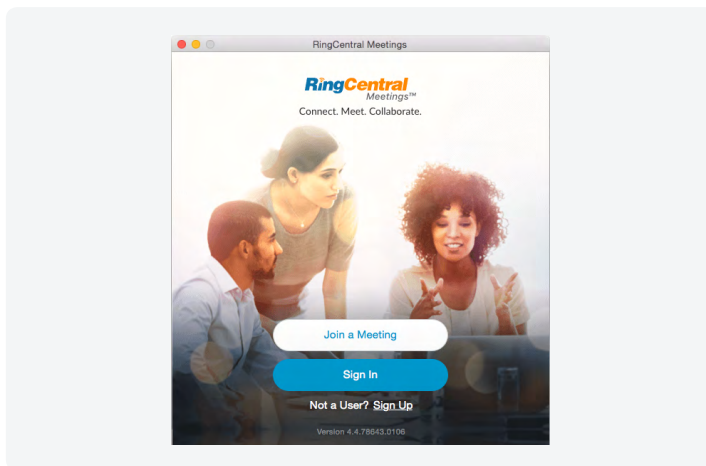
Download and install RingCentral Meetings from the iTunes® App Store or Google Play.



Start RingCentral Meetings

Computer

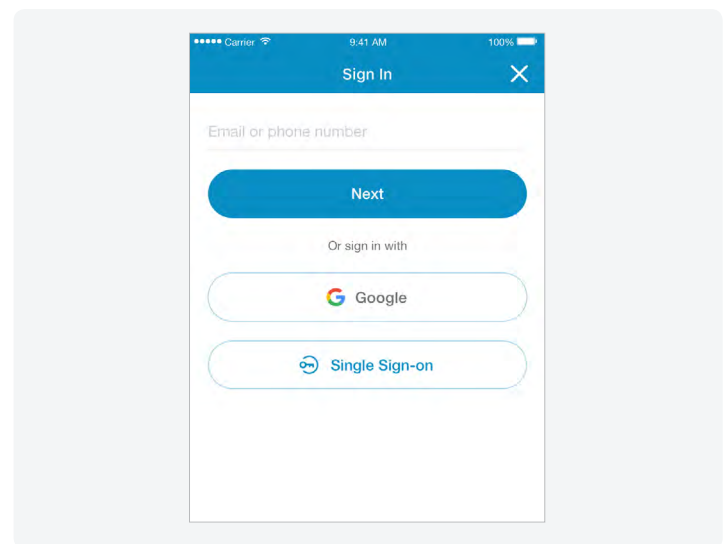
Launch RingCentral Meetings. Click Sign In and enter your email or RingCentral phone number/extension and password. Select Join a Meeting and enter the meeting ID to join as a participant.



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

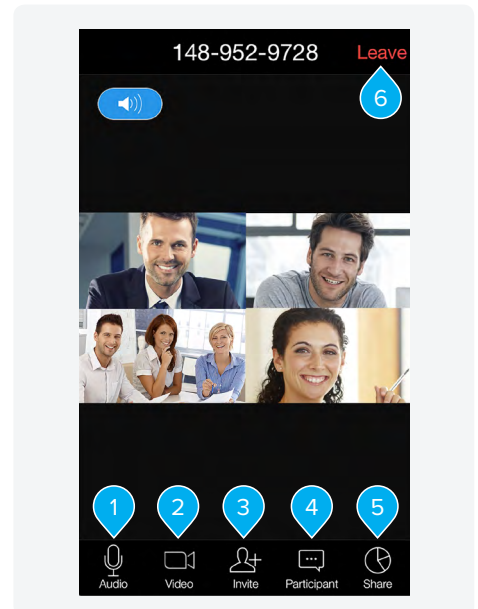
HD video conference

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.