

GUIDE TO RING CENTRAL MEETINGS

Here are some helpful hints for a successful experience.

Connecting

You may be prompted to download Ring Central Meetings the first time you click in. Please enter the meeting a few minutes early to allow for the download process.



Selecting the “Join from Browser” option will limit your functionality in the sessions. Please avoid this option, if possible.

Downloading Ring Central Meetings to a PC, Mac, or Chromebook

If Ring Central Meetings does not automatically download via the meeting link, you can download it here,

<https://www.ringcentral.com/apps/rc-meetings>

Joining from iPad or iPhone

Download the Ring Central Meetings app from the App Store.

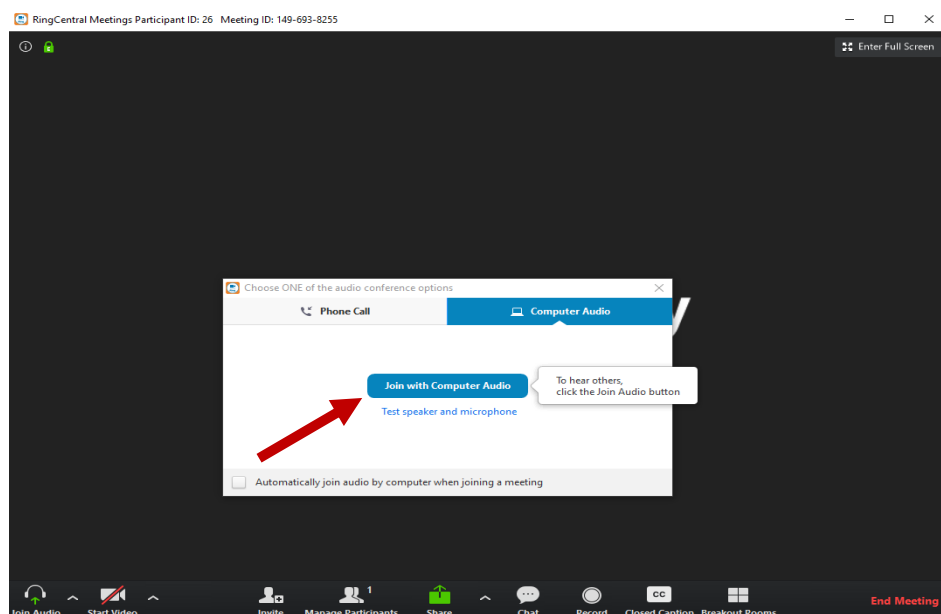
Click on the app on your home screen.

Select “Join a meeting.”

Enter the Meeting ID and Password when prompted.

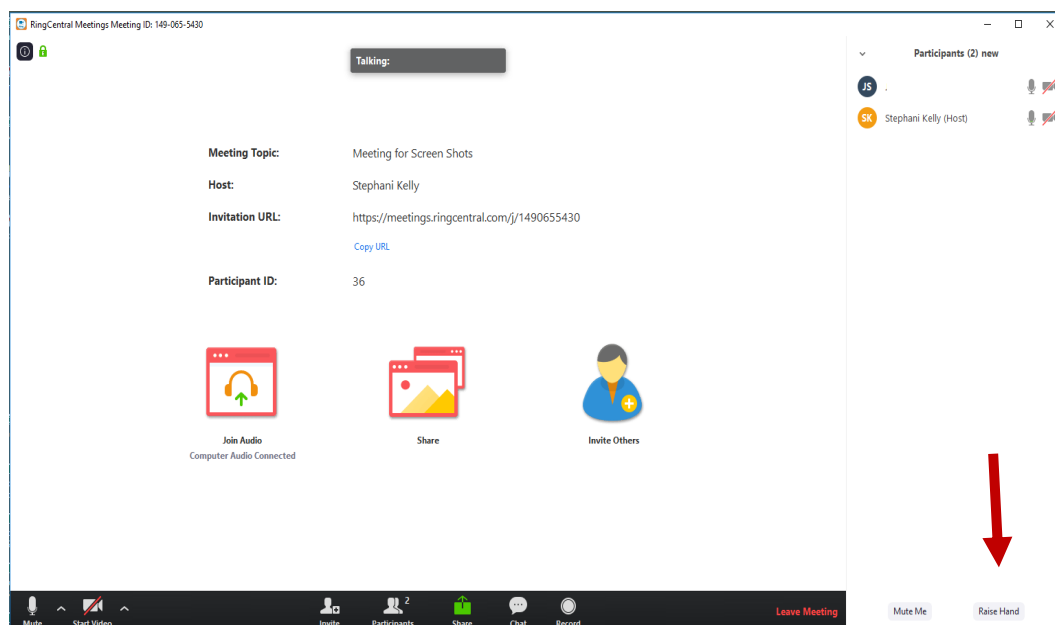
Entering the Meeting

“Join with computer audio” is recommended.



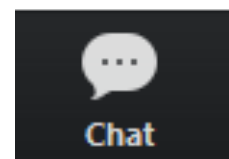
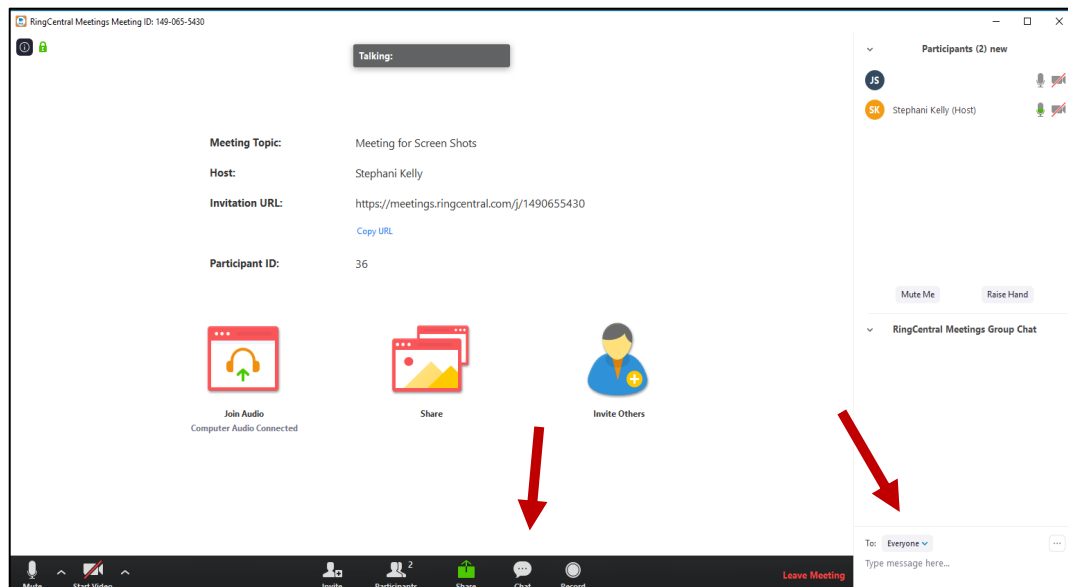
Raising Hand

To ask a question, click on the Raise Hand button. You can find this by clicking on Participants, and then Raise Hand.



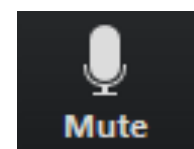
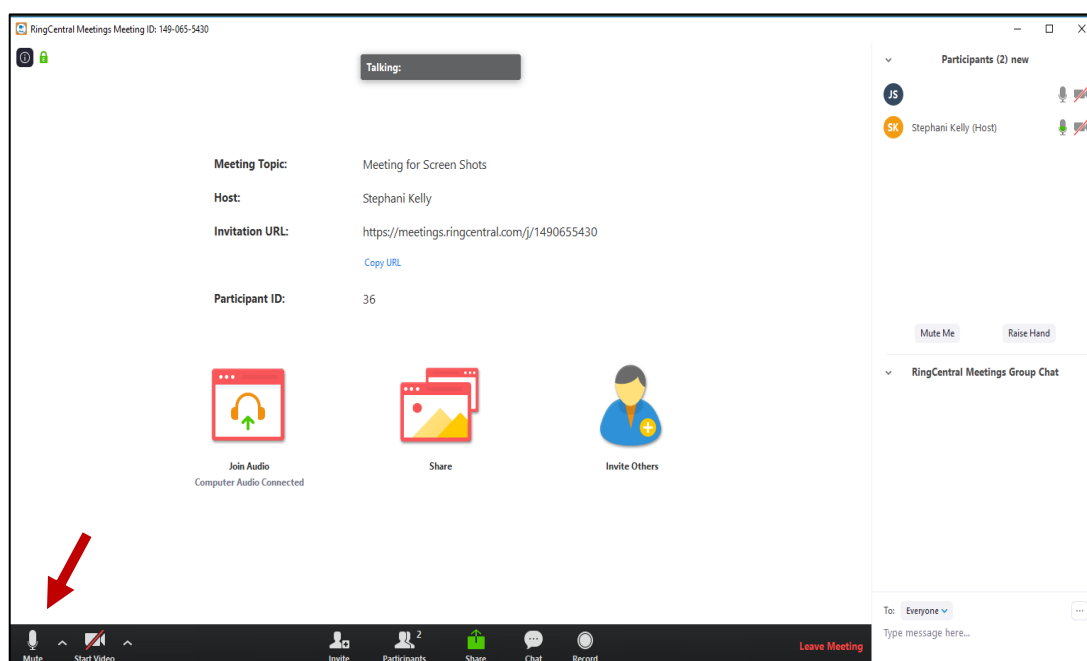
Chat

You can use the Chat feature to ask a question and communicate with other attendees.

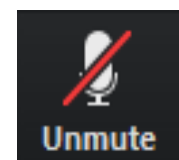


Mute

If called on to speak, you can unmute your microphone.



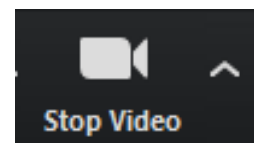
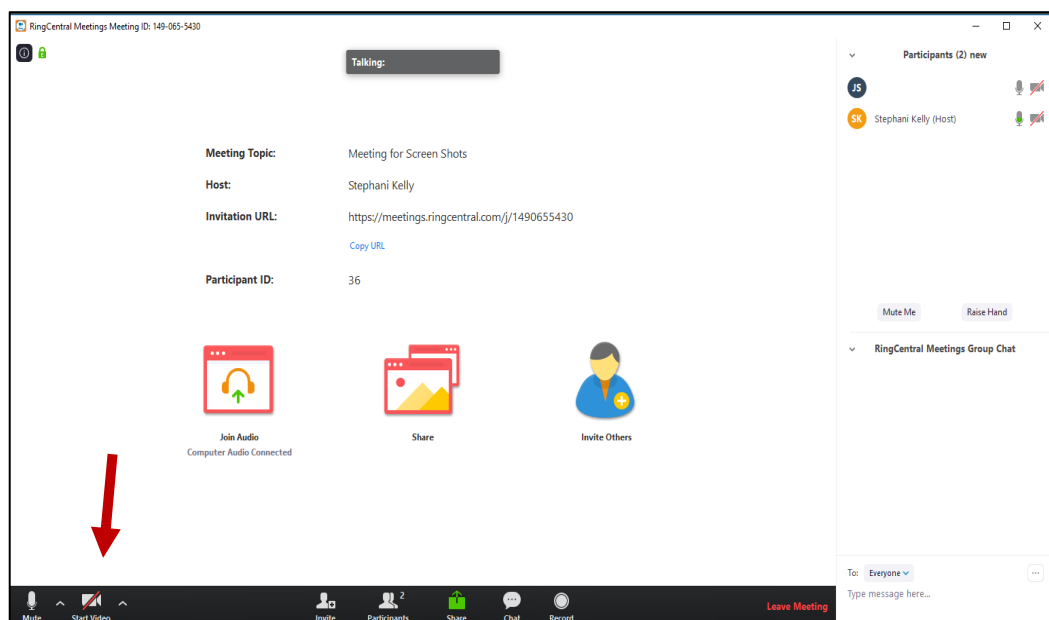
**You can be heard
by everyone.**



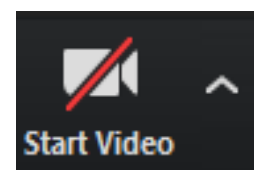
You are muted.

Video

You will join the meeting with your video turned off. You can choose to turn your video on by clicking on the picture of the camera and the words “Start Video.”



Video is on.



Video is off.

Leaving the Meeting

You can exit and rejoin the meeting at any time. Simply select “Leave Meeting.” Click the session link to rejoin.

