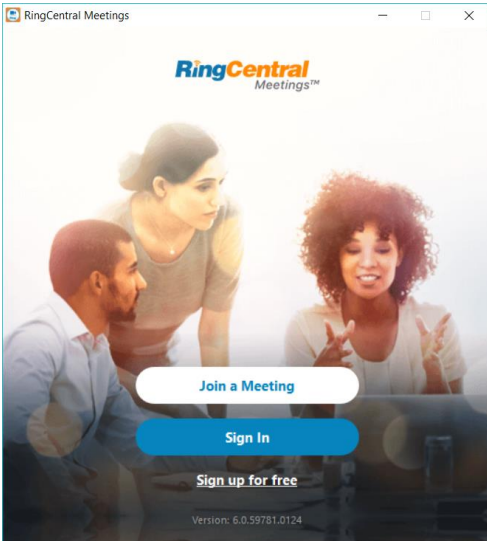


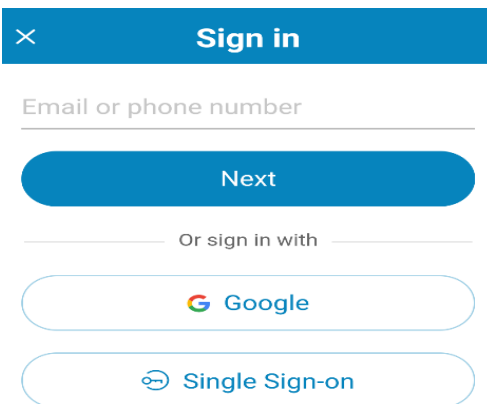
RingCentral Starting and Scheduling a Meeting

Invite on your Computer App Instructions

Step by step instructions on how to schedule a voice or video conference using your RingCentral computer application.

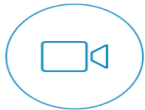


- 1- Open the RingCentral computer app and click Sing In



- 2- Sign in to the app by entering your email and password

RingCentral meetings



Meet now



Join

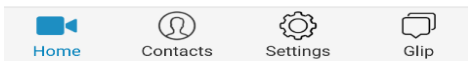


Schedule



Upcoming

3- Click on Schedule



Schedule a new meeting

Topic:

When

Start:

Duration: Hr Min

Time Zone: [\(GMT-4:00\)Eastern Daylight Time](#)

Recurring meeting

Video (when joining a meeting)

Host: On Off

Participants: On Off

Audio Options

Telephone Only VoIP Only Both

Meeting Options

Require meeting password

[Advanced Options](#)

Calendar

Outlook Google Calendar Other Calendars

4- Type the meeting description

5- Choose your meeting date

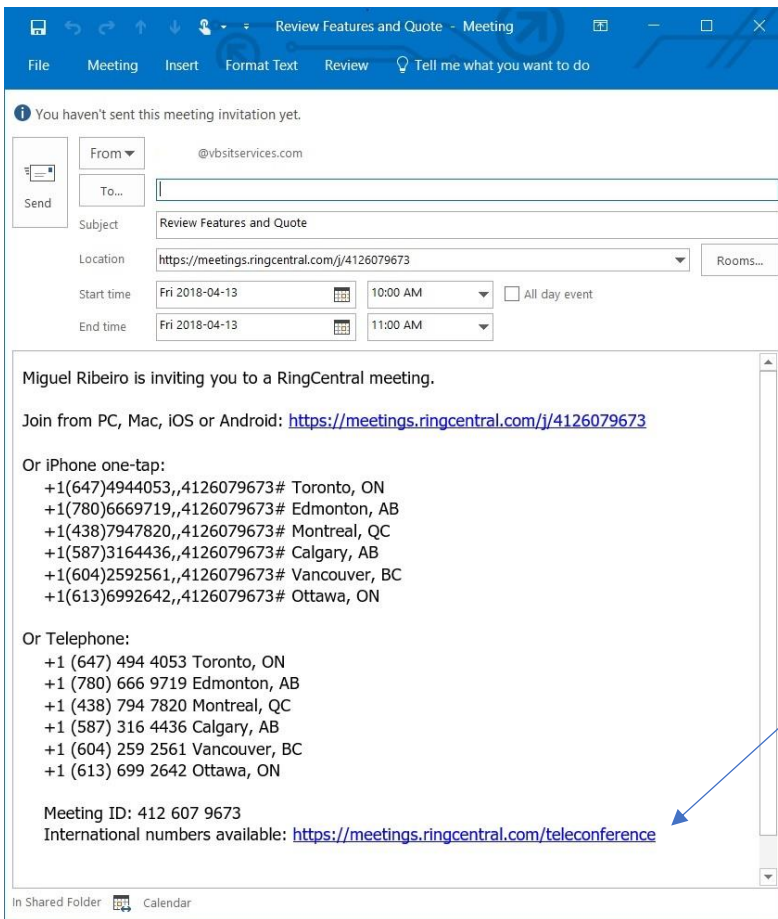
6- Choose your meeting time

7- Choose your video settings.

Select video on or off for host and attendee

8- Select add to calendar to have the meeting details appear in your calendar

9- Click on Schedule to proceed



10- Enter the emails for everyone that you would like to invite to your meeting

11- Send the meeting invitation

12- On the day of the meeting, click on the meeting link to join and follow the instructions

13- You can also call into the meeting using one of the conference numbers and entering the meeting ID

This document is courtesy of VBS IT Services