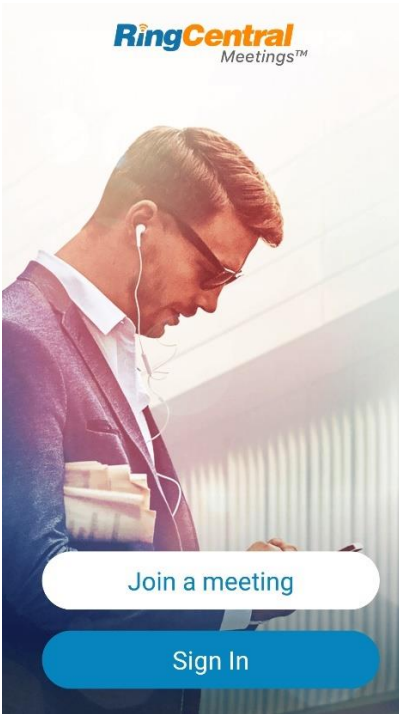


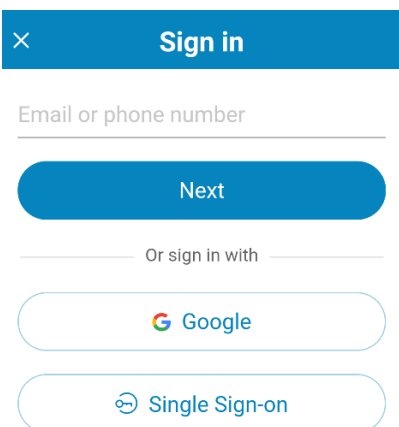
RingCentral Starting and Scheduling a Meeting

Invite on Smartphone App Instructions

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



1- Open the RingCentral smartphone app and click Sing In



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

RingCentral meetings



Meet now



Join

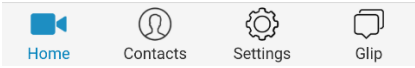


Schedule



Upcoming

3- Click on Schedule



Cancel Schedule meeting Schedule

Review Features and Quote

4- Type the meeting description

Date 2018-04-14

5- Choose your meeting date

From 10:00 AM

6- Choose your meeting time

To 10:30 AM

Time zone GMT-4:00, Eastern Standard Time

Repeat Never

Host video on

7- Choose your video settings.
Select video on or off for host and attendee

Attendee video on

Audio option VoIP/Telephone

Meeting password (optional)

Allow Join before host

Use PMI (412-607-9673)

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

Add to calendar

Cancel **Schedule meeting** Schedule

9- Click on Schedule to proceed

Review Features and Quote

Date 2018-04-14
From 10:00 AM
To 10:30 AM
Time zone GMT-4:00, Eastern Standard Time
Repeat Never

Host video on
Attendee video on
Audio option VoIP/Telephone

Meeting password (optional)

ATTACH SEND

To

From @vbsitservices.com

RingCentral meeting invitation - Review

is inviting you to a RingCentral meeting.

Join from PC, Mac, iOS or Android:
<https://meetings.ringcentral.com/j/1494811876>

Or iPhone one-tap:
+1(604)2592561,,1494811876#
Vancouver, BC
+1(613)6992642,,1494811876#
Ottawa, ON
+1(780)6669719,,1494811876#
Edmonton, AB
+1(438)7947820,,1494811876#
Montreal, QC
+1(647)4944053,,1494811876#
Toronto, ON
+1(587)3164436,,1494811876#
Calgary, AB

Or Telephone:
+1 (604) 259 2561 Vancouver, BC
+1 (613) 699 2642 Ottawa, ON
+1 (780) 666 9719 Edmonton, AB
+1 (438) 794 7820 Montreal, QC
+1 (647) 494 4053 Toronto, ON
+1 (587) 316 4436 Calgary, AB

Meeting ID: 149 481 1876
International numbers available:
<https://meetings.ringcentral.com/telconference>

- 10- Select your email application on your smartphone to send the meeting invitation
- 11- Enter the emails for everyone that you would like to invite to your meeting
- 12- Send the meeting invitation

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

14- 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