

Joining a RingCentral Meeting:

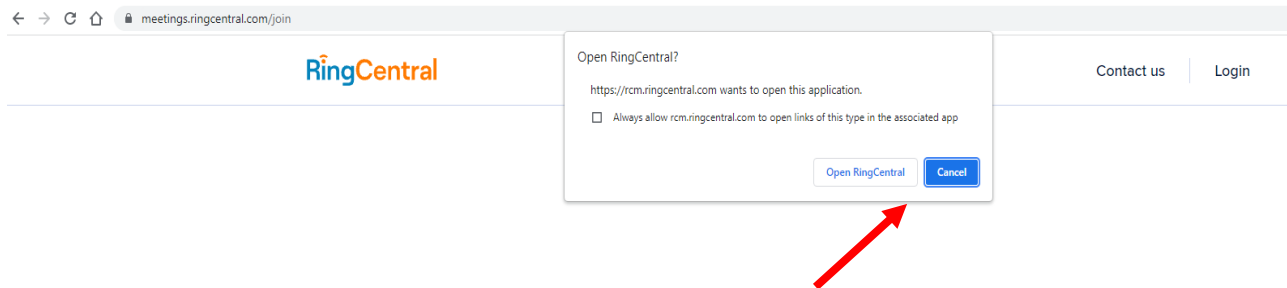
Step 1)

Visit: <https://meetings.ringcentral.com/join> then enter the Meeting ID.
Or click on the link from a calendar invite, our website etc.

Step 2)

You will be prompted to download and install the RingCentral application (recommended method) or if already installed it will prompt you to open the application.

If you cannot install applications on your device, click “Cancel” then click the “Join from Your Browser” link at the bottom of the page. Please note: If joining via web browser you will not be able to participate in Polls or Break Out rooms if applicable.



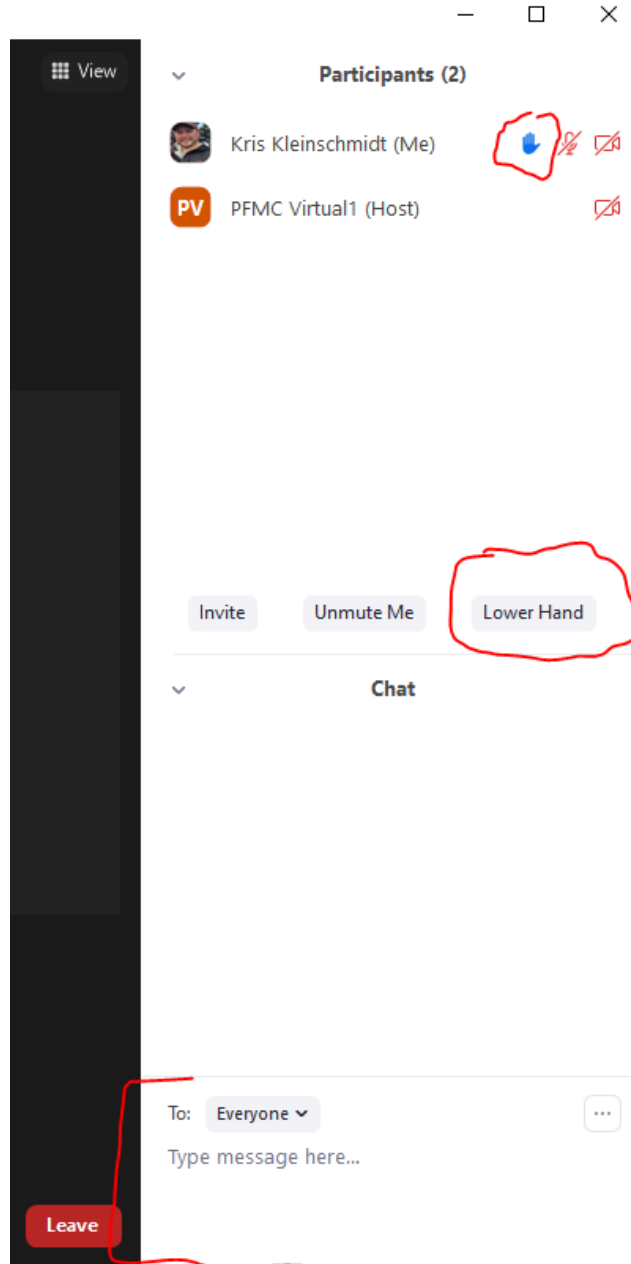
Click **Open RingCentral App** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below.

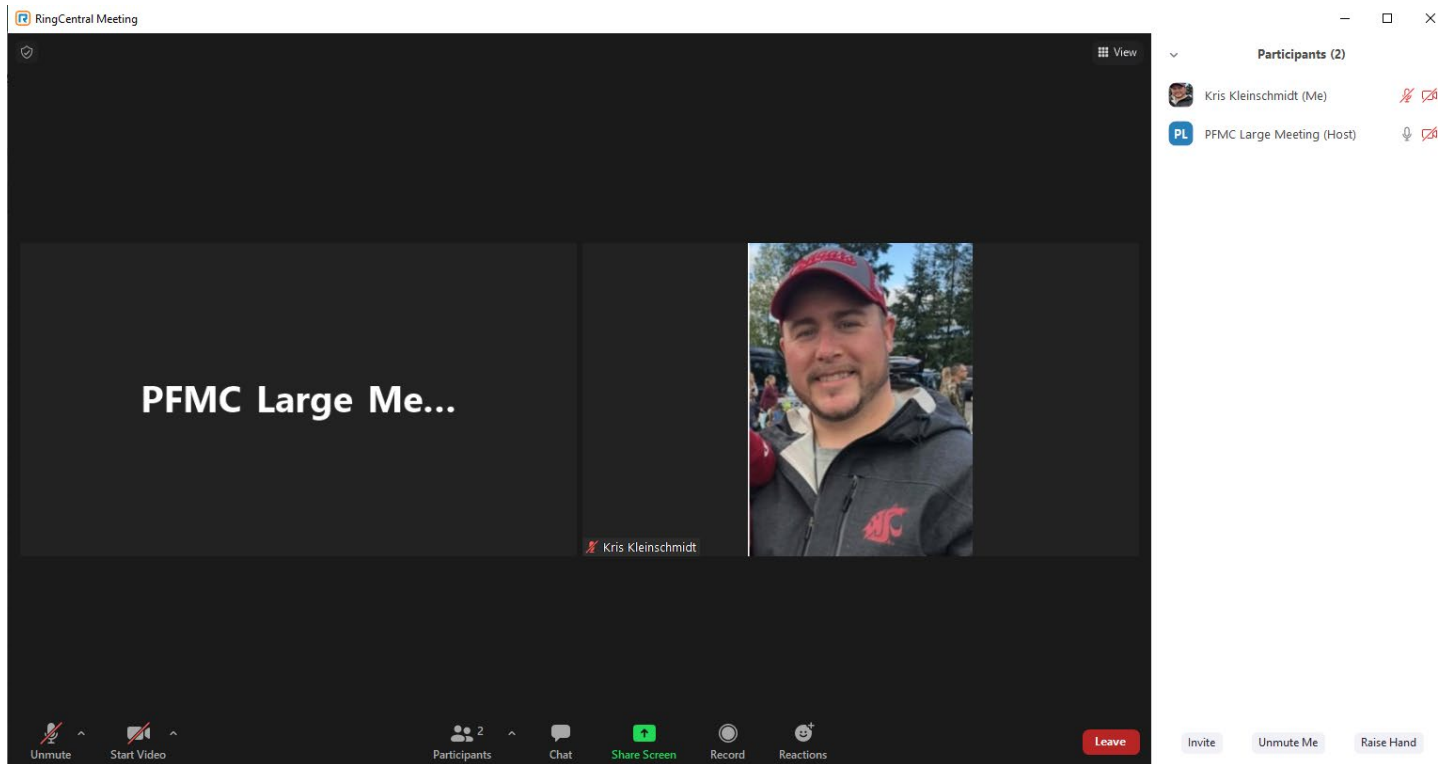
Launch Meeting

Don't have RingCentral App installed? [Download Now](#)
Having issues with RingCentral App? [Join from Your Browser](#)

Step 3)

Once Joined you will be prompted to join Audio. You may choose "Computer Audio" (preferred) or Phone Call. You will find the controls along the bottom of the application or browser. We recommend clicking the "Participants" button to expand the list so you can see who is on the call. This will also be where you find the "Raise Hand" button, see who is talking, and who has their hand up. The Chat box will also appear below the participants list once clicked.





On the lower left is the microphone icon (when joined via computer audio). Clicking this will toggle on/off your mute. If you opted to join via telephone audio, it will display a telephone icon.

You can click the ^ button next to it, to expand audio options to include:

- Test Speaker and Microphone (recommended before starting a meeting, but make sure you are on mute first)
- Change which microphone, or speaker is set to default
- Switch to phone audio on the fly

You may not want to use webcams during our meetings to save bandwidth if you have limited connectivity. However, if webcams are being utilized, the “Start Video” button is at the lower left of the controls and can be toggled on/off to enable/disable your webcam.

TROUBLESHOOTING:

When connecting via computer audio, if you run into issues with your camera or microphone not working, and this is the first time you’ve installed/used RingCentral on this device, you may have to go into your “Privacy” settings in Windows or Mac OS and “allow” access to your camera and microphone.

If joining via web browser, you may be prompted by the browser to allow use of the microphone and camera as well.