



RingCentral Meetings

Scheduling a Meeting

Outlook Plugin

Pro

- Can save settings for future meetings

Con

- Must manually insert password
-

1. Download and install the Outlook plugin:
<https://www.ringcentral.com/apps/ringcentral-meetings-Microsoft-outlook-windows>
2. Download and install the RingCentral Meetings App:
<https://www.ringcentral.com/apps/rc-meetings>
3. In the Outlook ribbon, click **Schedule a Meeting** in the RingCentral section
4. Choose meeting options (Note: You should ALWAYS require a password); check '**Save and do not show again**' to save your settings; click **Continue**
5. Format the remainder of the meeting in Outlook
6. Add attendees and send the invite

Note: Cancelling a meeting in Outlook doesn't cancel it in RCM & vice versa.

RingCentral Meetings App

Pro

- Automatically generates password

Con

- Can't save meeting details for future meetings
-

1. Download and install the RingCentral Meetings App:
<https://www.ringcentral.com/apps/rc-meetings>
2. Open the RingCentral Meetings App; click **Schedule**
3. Choose meeting options; click **Save**; an Outlook meeting scheduler window will open
4. Format the remainder of the meeting in Outlook
5. Add attendees and send the invite

Notes

To see a list of your meetings, open the RingCentral Meetings App. Click **Meetings** at the bottom.

For more Meetings settings, go to
<https://service.ringcentral.com>

Search the Chrome Web Store for RingCentral for the Microsoft 365 plugin.



RingCentral Meetings

During a Meeting

Launch the Meeting

As a Host

- Open the meeting invite; click the link

OR

- Open the RingCentral Meetings app
 - Click Meetings at the bottom
 - Click Upcoming
 - Find your meeting and click Start
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As a Participant

Open the meeting invite; click the link

Add a Co-host

Note: Add a Co-host is only available in the meeting, not during the meeting setup.

1. When the co-host has joined the meeting, open the **Participants** panel by clicking the Participants button at the bottom of the window.
2. Hover over the co-host's name and click **More > Make Co-host**.

Breakout Rooms

To create rooms: When at least one participant has joined the meeting:

1. Click **More** at the bottom right of the screen
2. Click **Breakout Rooms**
3. Choose options; click **Create Rooms**

To enter a room as the Host:

1. Click **More** at the bottom right of the screen
2. Click **Breakout Rooms**
3. Click **Join** next to a room's name

Share Your Screen

1. Click the green Share Screen button at the bottom of the window.
2. Select the window to share; click Share at bottom right.

Note: Share Screen options can be accessed by the Host or Co-host by clicking ^ next to the Share Screen button.

Get Help

If your system is not functioning as expected, contact the HelpDesk.

Change Your View

Click the View settings in the top right of the meeting window.

RingCentral Meetings Keyboard Shortcuts

Windows	Mac
F6: Navigate among popped up panels	Command(⌘)+`: Navigate among popped up panels
Ctrl+Alt+Shift: Move focus to RingCentral Meetings controls	—
ESC: Exit full-screen whenever available	—
PageUP / PageDown: View next or previous 25 video stream in gallery view	—
—	Command(⌘)+Shift+M: Switch to thumbnail view
Alt: Turn ON / OFF the option Always show meeting control toolbar in Settings > Accessibility.	—
Alt+F1: Switch to active speaker view in video meeting	Command(⌘)+Shift+W: Switch to active speaker view
Alt+F2: Switch to gallery video view in video meeting	Command(⌘)+Shift+W: Switch to gallery video view
Alt+V: Turn ON / OFF Video	Command(⌘)+Shift+V: Turn ON / OFF video
Alt+A: Mute / unmute audio	Command(⌘)+Shift+A: Mute / unmute audio
Alt+S: Launch share screen window and stop screen share Note: Will only work when Meetings control toolbar has focus.	—
Alt+Shift+S: Start / stop new screen share Note: Will only work when meeting control toolbar has focus.	Command(⌘)+Shift+S: Start / stop screen share
Alt+R: Start local recording	Command(⌘)+Shift+R: Start local recording
Alt+N: Switch camera	Command(⌘)+Shift+N: Switch camera
Alt+F: Enter or exit full screen	Command(⌘)+Shift+F: Enter or exit full screen
—	Command(⌘)+Shift+H: Toggle In-Meeting Chat Panel