

RINGCENTRAL APP: VIDEO MEETINGS BASICS

The RingCentral app enables you to host, join, and schedule RingCentral Video meetings conveniently from one location. This job aid gives an overview of how to access RingCentral Video within the app and basic functions you can use.

1. Click **Video**.
2. Select **Meetings** to display the options within RingCentral Video.
 - a. **Start** – Starts a RingCentral Video meeting with you as the host.
 - b. **Schedule** – Allows you to schedule a RingCentral Video meeting for a later, while providing you with the options to configure the meeting settings.
 - c. **Join** – Lets you join a RingCentral Video meeting using a meeting ID or link.
 - d. **Sign in with Microsoft / Google** – Prompts you to log in to your Microsoft or Google account and lets you synchronize your calendar with the RingCentral app to display your upcoming meetings and calendar events.

