

# RINGCENTRAL VIDEO: SCHEDULING THROUGH THE MICROSOFT OUTLOOK ADD-IN

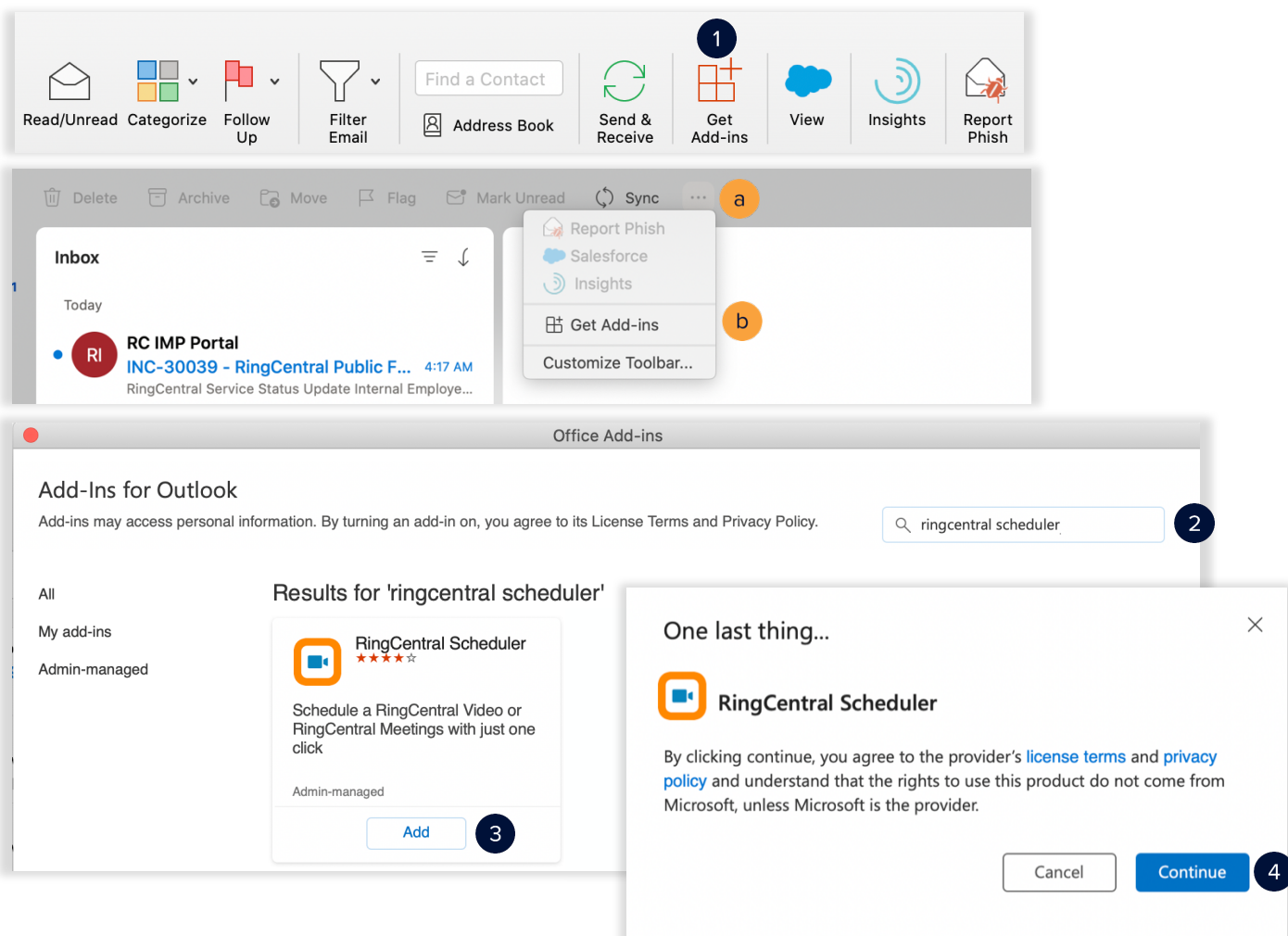
The RingCentral Scheduler Outlook add-in makes scheduling RingCentral Video sessions in Outlook easy. With this Outlook add-in, you can quickly add a meeting to any new or existing calendar event.

*Note: This add-in is available to RingCentral users with Microsoft outlook account only.*

## INSTALLING THE RINGCENTRAL SCHEDULER ADD-IN

Follow the steps below to integrate the RingCentral Scheduler to your Outlook account:

1. Open the Outlook desktop or the web application and click **Get Add-ins**.
  - a. If you are using the new Microsoft Outlook interface, click the **More** icon.
  - b. Select **Get Add-ins**.
2. Type “RingCentral Scheduler” in the search bar.
3. Click **Add**.
4. Click **Continue** to begin the installation.



# SCHEDULING A MEETING USING THE RINGCENTRAL SCHEDULER ADD-IN

Follow these steps to schedule a meeting using the RingCentral Scheduler Add-in:

1. Access your Outlook calendar.
2. Click **Meeting**.
  - a. If you are using the new Microsoft Outlook interface, click **Calendar**.
  - b. Click **New Event**.
3. Complete the meeting invite details.
4. Click **Schedule with RingCentral**.
5. Click **Settings** to customize your meeting invite. This is optional.
6. Click **Send**.
  - c. If you are using the new Microsoft Outlook interface, click the **More icon**.
  - d. Hover over **RingCentral Scheduler**.
  - e. Select **Schedule with RingCentral**.
  - f. Click **Send**.

