RINGCENTRAL ROOMS: HOSTING AND JOINING VIDEO MEETINGS
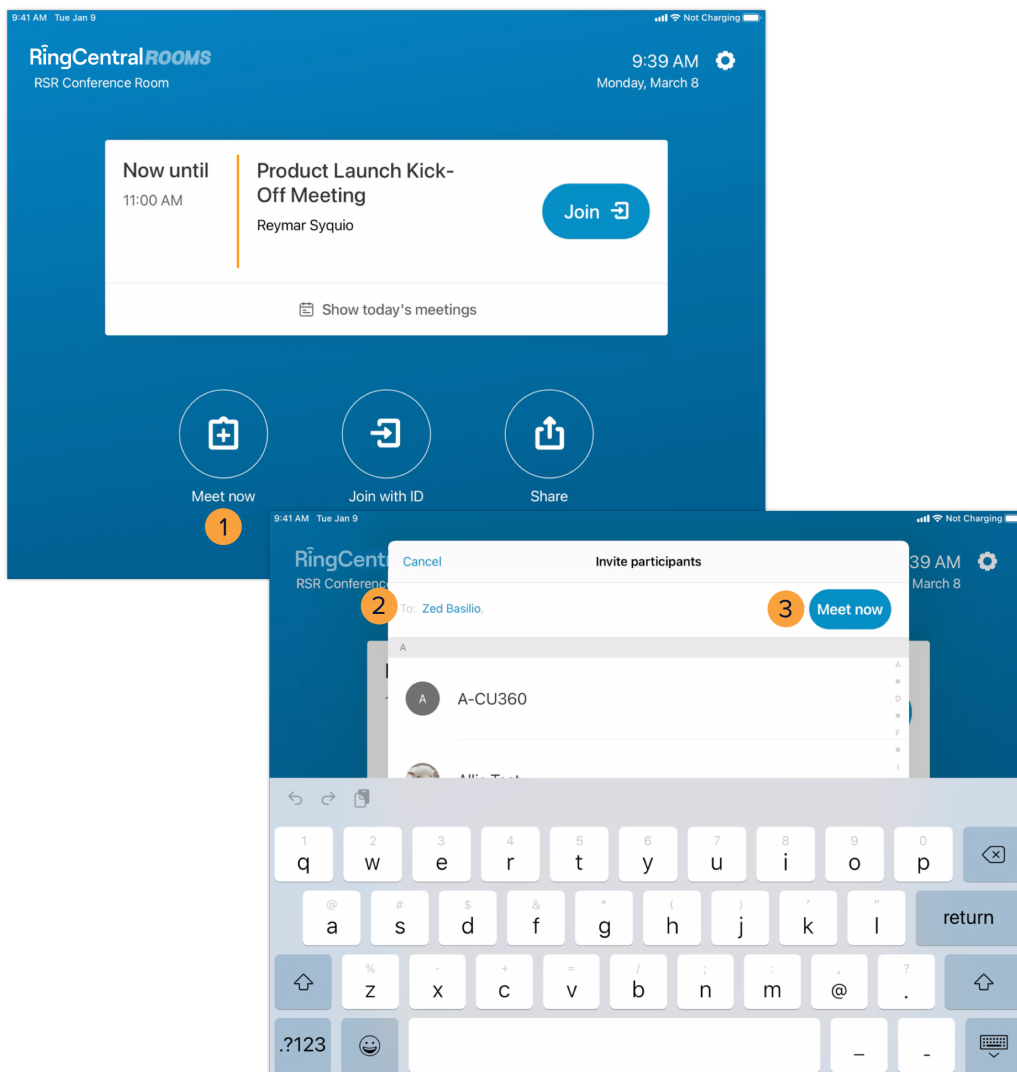
Hosting and joining video meetings using your RingCentral Rooms system is quick and easy. This job aid gives an overview of these processes.

HOSTING VIDEO MEETINGS

Use the following steps to host a video meeting session using RingCentral Rooms.
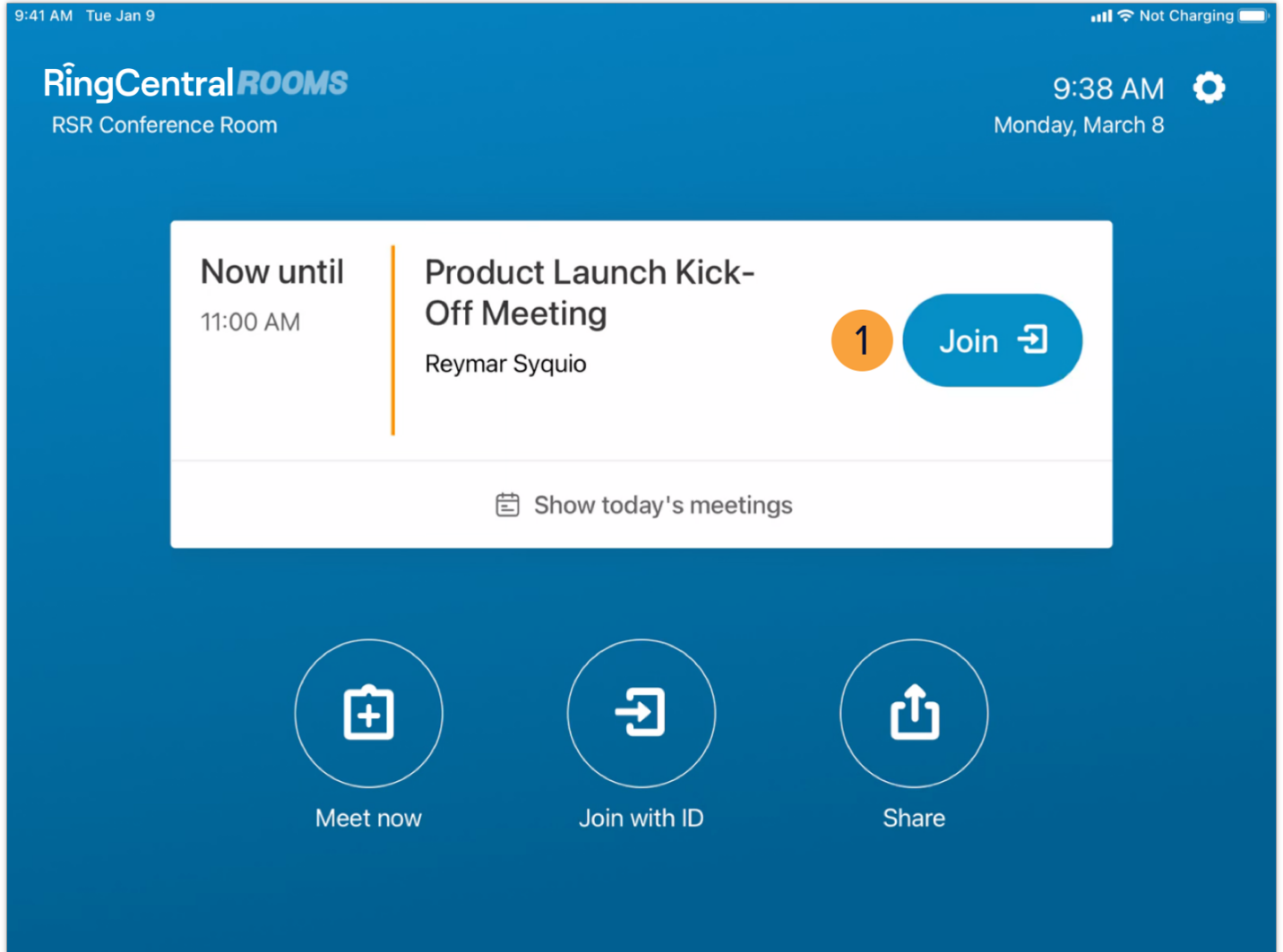
1. In your Rooms Controller, press the **Meet Now** icon.
2. Type the names of the contacts to invite to your video meeting. All invited participants must be included on your RingCentral contacts list.
3. Press the **Meet Now** button to start the video meeting.

Note: You can invite more participants using the Invite button, while the meeting is ongoing.

JOINING SCHEDULED VIDEO MEETINGS

If your Rooms license is connected to your calendar service, easily join a scheduled video meeting by pressing **Join** (1) in the calendar event displayed in your Rooms Controller.

JOINING VIDEO MEETINGS USING A MEETING ID

Use the following steps to join a video meeting session using a Meeting ID:

1. In your Rooms Controller, press **Join with ID**.
2. Type the appropriate Meeting ID.
3. Press **Join**.

If the video meeting requires a password, follow these additional steps:

4. Type the meeting password.
5. Press **Join** again.