


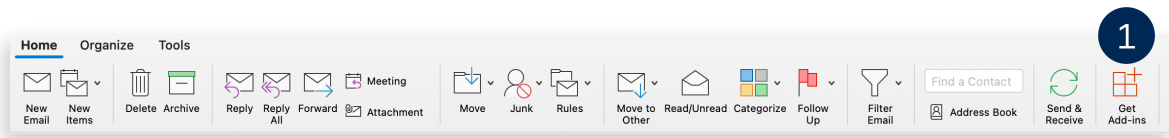
# RINGCENTRAL VIDEO: SCHEDULING THROUGH THE OUTLOOK ADD-IN

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

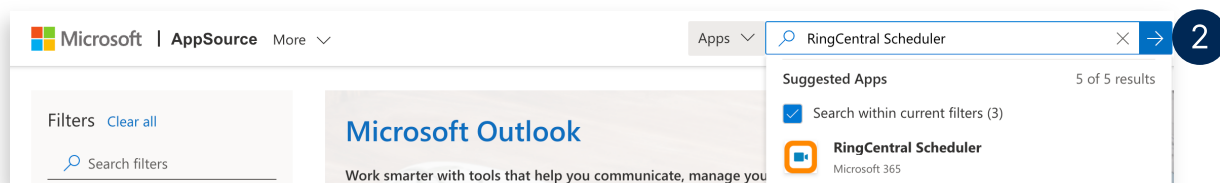
## INSTALLING THE RINGCENTRAL SCHEDULER ADD-IN

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

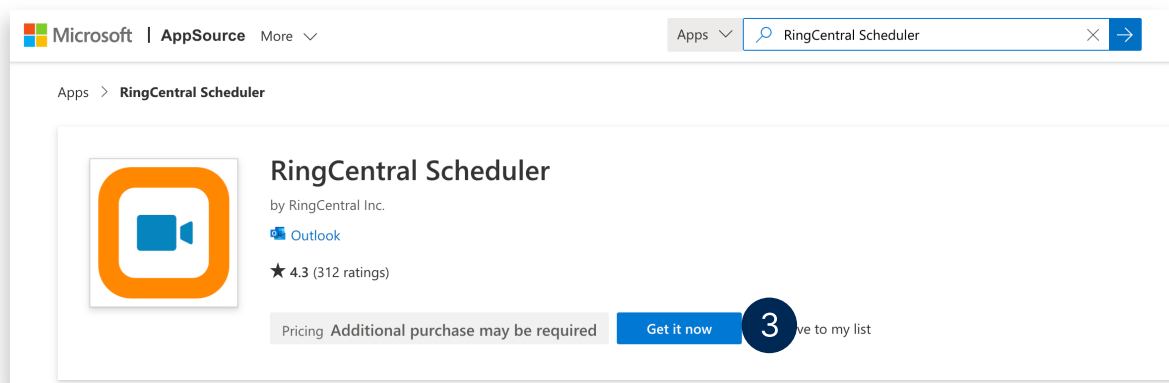
1. Open the Outlook desktop or the web application and click  **Get Add-ins**.  
Note: Depending on your operating system and if you are using the new Outlook interface, you can find the **Get Add-ins** button under the **Home** ribbon (Windows) or **Tools** (MacOS).



2. A browser window opens. In the search box, type “RingCentral Scheduler” and select the add-in from the search results.



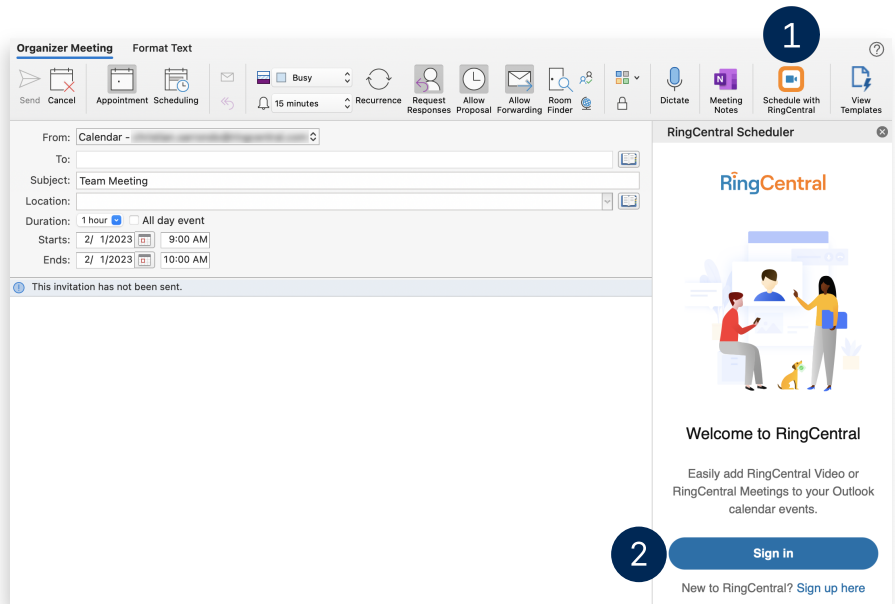
3. Click **Get it now** to begin the installation.



# SCHEDULING A MEETING USING THE RINGCENTRAL SCHEDULER ADD-IN

Follow the steps below to add the RingCentral Video to your Outlook meeting invites:

1. Click Schedule with RingCentral.
2. If using the add-in for the first time, you are prompted to sign in to your RingCentral account. Click **Sign in**.



3. Once signed in, set your preferred meeting settings.
4. Click **Add meeting**. The details are automatically added to the meeting description.
5. Copy the meeting link in the description and add it to the Location field of the invite so participants can more easily view and access it.

**Note:** If you are using the new Outlook interface, the Location field is automatically populated with the meeting link.

