

RINGCENTRAL VIDEO: SCHEDULING THROUGH THE MICROSOFT OUTLOOK ADD-IN

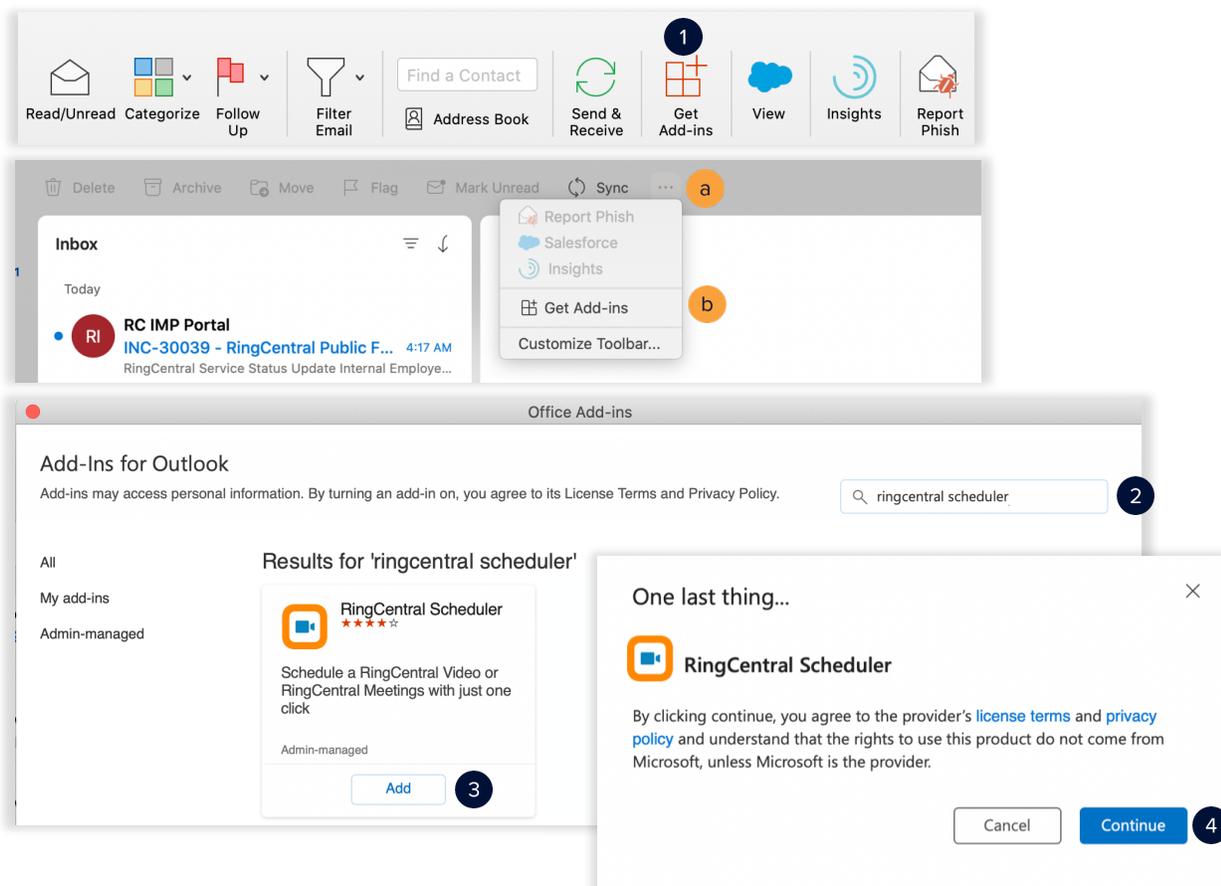
The RingCentral Scheduler Outlook add-in makes scheduling RingCentral Video sessions in Outlook easy. With this Outlook add-in, you can quickly add a meeting to any new or existing calendar event.

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

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**.
2. If you are using the new Microsoft Outlook interface, click the **More** icon.
3. Select **Get Add-ins**.
4. Type “RingCentral Scheduler” in the search bar.
5. Click **Add**.
6. Click **Continue** to begin the installation.



SCHEDULING 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**.

