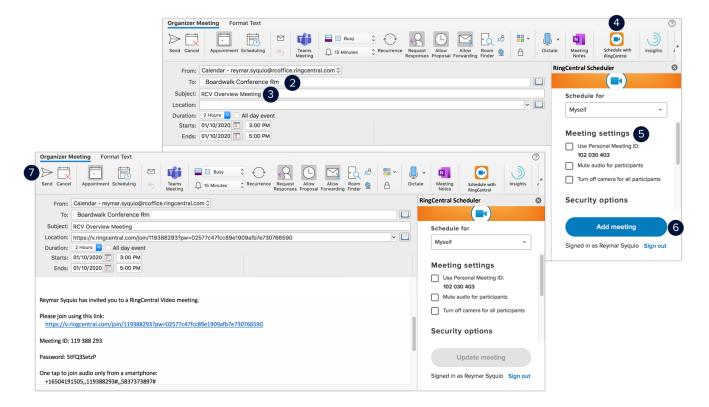
## RINGCENTRAL ROOMS: SCHEDULING A VIDEO MEETING FOR YOUR POLY STUDIO X30/X50 USING YOUR EMAIL

Schedule a RingCentral Video meeting session for your Poly Studio X30 or X50 conferencing system using Microsoft Outlook or Gmail with the RingCentral Scheduler add-in. This guide provides an overview of the scheduling process for both Microsoft Outlook and Gmail.

## USING MICROSOFT OUTLOOK

Follow these steps to schedule a video meeting for your Poly Studio X30/X50 using Microsoft Outlook:

- 1. Create a new calendar appointment.
- Add the Room name assigned to your Poly Studio X30/X50 in the To field. (The Room name and its associated email address is set up by your organization's IT.)
- 3. Type your preferred name for the video meeting in the **Subject** field.
- Click Schedule with RingCentral.
  (The RingCentral Scheduler add-in must be set up and logged in on your Microsoft Outlook.)
- 5. Configure your preferred RingCentral Video settings.
- 6. Click Add Meeting.
- 7. Click **Send** to finish.



## **USING GMAIL**

Follow these steps to schedule a video meeting for your Poly Studio X30/X50 using Gmail:

- 1. Create a new calendar event.
- 2. Add the Room name assigned to your Poly Studio X30/X50 under the Rooms section. (The Room name and its associated email address is set up by your organization's IT.)
- 3. Type your preferred name for the video meeting.
- Click Add RingCentral Video meeting.
  (The RingCentral Video extension must be set up and logged in on your Gmail.)
- 5. Configure your preferred RingCentral Video settings.
- 6. Click Done.
- 7. Click **Save** to finish.

