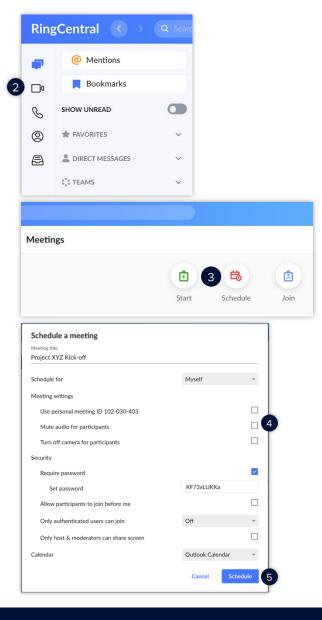
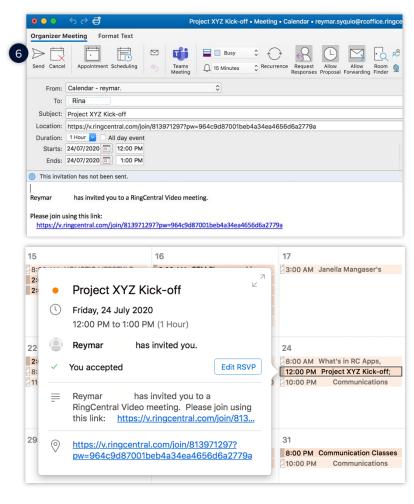
Scheduling Video Meetings

Scheduling meetings can be confusing, especially when you are using multiple applications. RingCentral lets you set up a meeting without switching between apps.

Scheduling Video Meetings from the Video Tab via the RingCentral App for desktop

- 1. Log in using your RingCentral credentials.
- Click Video.
- Click Schedule.
- 4. Complete the video meeting information. If you have multiple calendars synchronized, select the correct calendar.
- 5. Click Schedule.
- 6. Your email invite window appears. Add participants and include meeting details as needed then click **Send**. You should see the invite you have created on your Outlook calendar.





Scheduling Video Meetings from the Video Tab via the RingCentral App for mobile

- 1. Tap Video.
- 2. Tap Schedule.
- 3. Fill out the meeting invite information.
- 4. Tap Invitees.
- 5. Tap **Add invitees** and type or select the name of your preferred meeting attendees.
- 6. Tap New Event.
- 7. Tap **Add**. Your meeting is now scheduled. Tap the **Video** icon to see your scheduled meetings.

