

RINGCENTRAL APP: VIDEO MEETINGS BASICS

The RingCentral app enables you to host, join, and schedule video meetings conveniently from one location. This quick guide gives an overview of how to access Video within the app and basic functions to use.

1. Click **Video**.
2. Select **Meetings**.
 - a. **Start** – Starts a video meeting with you as the host.
 - b. **Schedule** – Allows you to schedule a video meeting for later, while providing the options to configure the meeting settings.
 - c. **Join** – Lets you join a video meeting using a meeting ID or link.
 - d. **Share in room** – Allows you to instantly share your screen to a nearby RingCentral Rooms Controller using Proximity Sharing or by entering a meeting ID.
 - e. **Connect your calendar** – Prompts you to log in to your Microsoft, Exchange, or Google account. This lets you synchronize your calendar with the RingCentral app to display your upcoming meetings and calendar events. **Connect with Calendar** allows you to connect your device calendar to the RingCentral app.

