

### Download Meetings on Desktop

From your online account:

- \* click the **Tools** tab
- \* click **Meetings App**
- \* Under **For Your Desktop**, click **Download for Windows** or **Download for OS X**, depending on your type of desktop.
- \* The app will begin downloading in your browser.

RingCentral Meetings is available for your desktop computer as well as your iPhone, iPad, and Android phones and tablets.

### Download Meetings on Mobile

Download the RingCentral Meetings app from the **iTunes App Store** for iOS or on **Google Play** for Android.

### Sign in on Desktop

- \* Open RingCentral Meetings on your desktop.
- \* Click **Sign In**.
- \* Choose your **Country** from the drop-down menu.
- \* Enter your **Phone Number, Extension (optional)**, and **Password**.
- \* Then click **Sign In**.

### Sign In on Mobile

- \* Open the RingCentral Meetings app on your phone.
- \* Tap **Sign In**.
- \* Enter your **Phone Number, Extension (optional)**, and **Password**.
- \* Then tap **Sign In**.

### Start a Meeting on Desktop

- \* Click the **Start without video** icon or the **Start with video** icon to start your own meeting.

### Start a Meeting on Mobile

- \* **Android**: Tap **Meet Now** to start your own meeting.
- \* **iPhone**: Tap **Meet Now**, then tap **Video Conference** or **Web Meeting**, to start your selected type of meeting.
- \* **iPad**: Tap **Meet Now**, then tap **Video Meeting**, **Screen Share Meeting**, or **Whiteboard** (for iPad only) to start your selected type of meeting.

### Join a Meeting on Desktop

- \* If you are already signed in to RingCentral Meetings, click **Join**.
- \* If you don't want to sign in, click **Join a Meeting**. Enter the **Meeting ID** and **Your Name**. Then click **Join**.
- TIP**: To quickly join a previously joined meeting, click the down arrow to see a list of previously used IDs. Select the ID you'd like to use and click **Join**.
- If you have scheduled the meeting on your calendar, you can click **Meetings** to see upcoming meetings. Click **Start** on the calendar entry to join the meeting.
- If you have received an email invitation or link for a RingCentral Meeting, tap or click the link directly from your phone or computer and RingCentral Meetings app will open.

### Join a Meeting on Mobile

- \* If you are already signed in to the RingCentral Meetings app, Tap **Join**.
- \* If you don't want to sign in, tap **Join a Meeting**. Enter the **Meeting ID** and **Your Name**. Then tap **Join**.
- TIP**: To quickly join a previously joined meeting for Android, begin typing the Meeting ID to bring up a list of previously used IDs then tap the ID you'd like to use. For iOS, tap the down arrow to see a list of previously used IDs, tap the ID you'd like to use, and tap **Done**.
- If you have scheduled a meeting on your calendar, tap **Upcoming**. Find the meeting you'd like to join and tap **Start**.
- If you have received an email invitation or link for a RingCentral Meeting, tap or click the link directly from your phone or computer and RingCentral Meetings app will open.

