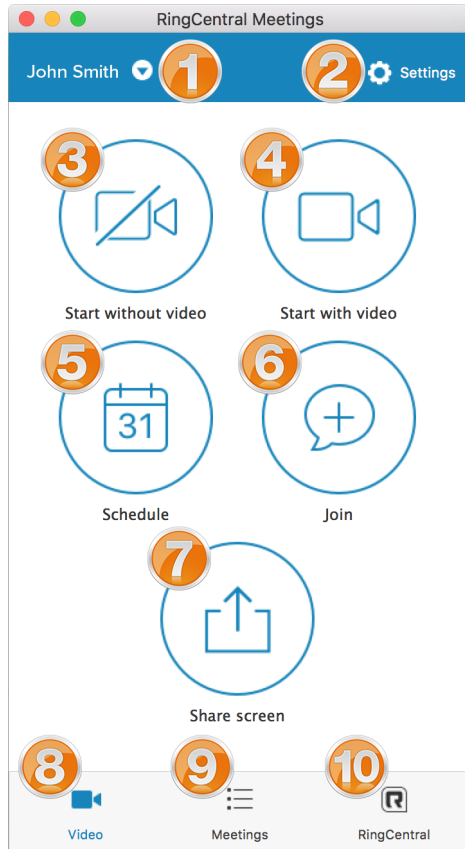


RingCentral Meetings Quick Reference Guide



1. **Drop down menu.** Click to access options for viewing your Personal Meeting ID and Host Key, check for updates, help, log out, and exit.
2. **Settings.** Customize your RingCentral Meetings app preferences.
3. **Start without video.** Start a meeting by sharing your screen with participants.
4. **Start with video.** Start a real-time, interactive online meeting with participants.
5. **Schedule.** Schedule a meeting with a specific date and time, or as a recurring meeting. Set up the options for audio, video, and calendar. Send email invitations to participants.
6. **Join.** Join a meeting as a participant.
7. **Share screen by entering a Meeting ID.** When working with RingCentral Rooms™, share screen instantly by using proximity signal or entering a sharing key.
8. **Video.** Access the main interface.
9. **Meetings.** View upcoming meetings or access previous meeting recordings.
10. **RingCentral.** Launch the RingCentral app.



11. **Mute, unmute,** and set up audio.
12. **Start Video.** Start, stop, and set up video (camera).
13. **Invite.** Invite people to join meeting via email or SMS (mobile).
14. **Manage Participants.** View participants, and mute/unmute them (for hosts).
15. **Share.** Share screen, file, or an app.
16. **Chat.** Chat with an individual or address the entire group.
17. **Record.** Record the current meeting. The host must grant participants permissions to record a meeting.
18. **Closed Caption.** Type closed captions or assign one of the participants to do it.
19. **End Meeting.** Leave the meeting or end the meeting for all (hosts only).