### Start instant audio meeting on Meetings for Windows

#### Step 1: Click the Start without video button on the homescreen of RingCentral Meetings.

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#### Joining your audio to a meeting

#### Step 2: Select an option to join the audio to the meeting:

- **Phone Call:** A number is provided for you to call and join the audio to the meeting.
- **Computer Audio:** Your computer microphone and speaker will be used for the meeting audio.
- **Call Me:** Your number will be called by RC Meetings for you to join the meeting audio.

#### A. Join your audio by calling a number

**Step 2A:** Join the audio by calling the number given by the application as shown.

- Select the option **Phone Call**.
- Call the given number from your telephone.
- Enter the **Meeting ID** with the dial pad.
- Enter the **Participant ID**.

#### B: Join your audio by computer mic/speaker

**Tips**
- Select Single Sign-On option to Sign In.
- When you are not speaking during a conference call, use the mute option to eliminate background noise.
- Avoid echoing by using headset with microphone.
- Default Deactivate video from **Settings** if you prefer to join meetings without video.
- Sync your system calendar with Meetings to get notifications of upcoming meetings.
- If sharing screen from a multi-screen setup, keep **Meetings** application on the screen you wish to share.
- Use **Meeting Password** while scheduling private meetings.

#### Support Contact
Please **submit a ticket** to the CUIT Service Desk to ask questions or report an issue. You can also call the Service Desk at 212-854-1919. You can expect a response within one business day.
Step 2B: Join the audio by using the mic and speaker of your computer.

- Select the option **Computer Audio**.
- Click **Join Audio Conference by Computer**.

C: Join you audio by answering an incoming call

Step 2C: Join the audio by answering the incoming call on your desired number.

- Select the option **Call Me**.
- Enter your phone number to get called by the application.
- Click **Call Me** and you will receive an incoming call on the entered number.
- Answer the incoming call to join the meeting audio.