Start instant audio meeting on Meetings for Windows

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

Step 2: Select an option to join the audio to the meeting:
   a. **Phone Call**: A number is provided for you to call and join the audio to the meeting.
   b. **Computer Audio**: Your computer microphone and speaker will be used for the meeting audio.
   c. **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

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- Joining your audio to a meeting
  - A. Join your audio by calling a number
  - B. Join your audio by computer mic/speaker
  - C. Join you audio by answering an incoming call

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.

Submit a ticket
### 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.