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 your 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.