

Sign In

Desktop

Open RingCentral Meetings on your desktop. Click **Sign In**. Enter your unique email address or phone number, and click **Next**. If entering a phone number, choose your **Country** from the drop-down menu. Enter your **Password**. Then click **Sign In**.

Mobile

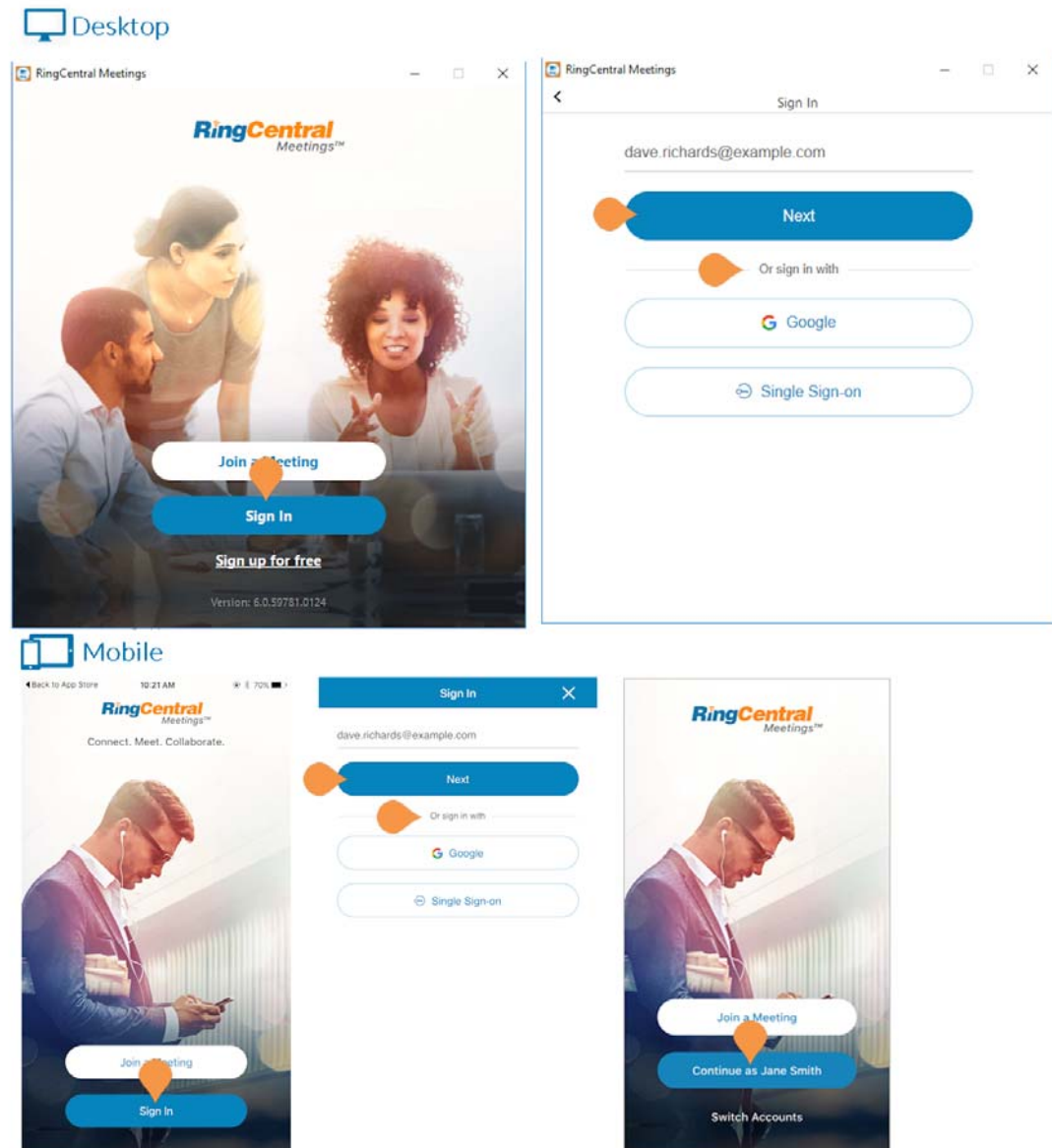
Open the RingCentral Meetings app on your phone. Tap **Sign In**. Enter your unique email address or phone number, and tap **Next**. If entering a phone number, choose your **Country** from the drop-down menu. Enter your **Password**. Tap **Sign In**. If you have signed in previously, select **Continue as Name** to quickly log in, or select Switch Account to use another login.

Email or Google Log In

If enabled for your account, you can log in using a Google (Gmail or G Suite) email address. Select the **Google** option, and enter your email address and password. To configure this option, see the [RingCentral Office Admin Guide](#).

Single Sign-On

If configured for your organization and enabled by your administrator, you can use Single Sign-on (SSO) to access RingCentral for Meetings. Click **Single Sign On**, enter your email address, and click **Continue** to complete the sign in. For more information about how Single Sign-on is used and configured in RingCentral Office, see the [RingCentral Office Admin Guide](#).



Join a Meeting

There are many ways to join an existing meeting. You can join a meeting with or without signing in, from your calendar if you have scheduled the meeting, or directly from an invitation.

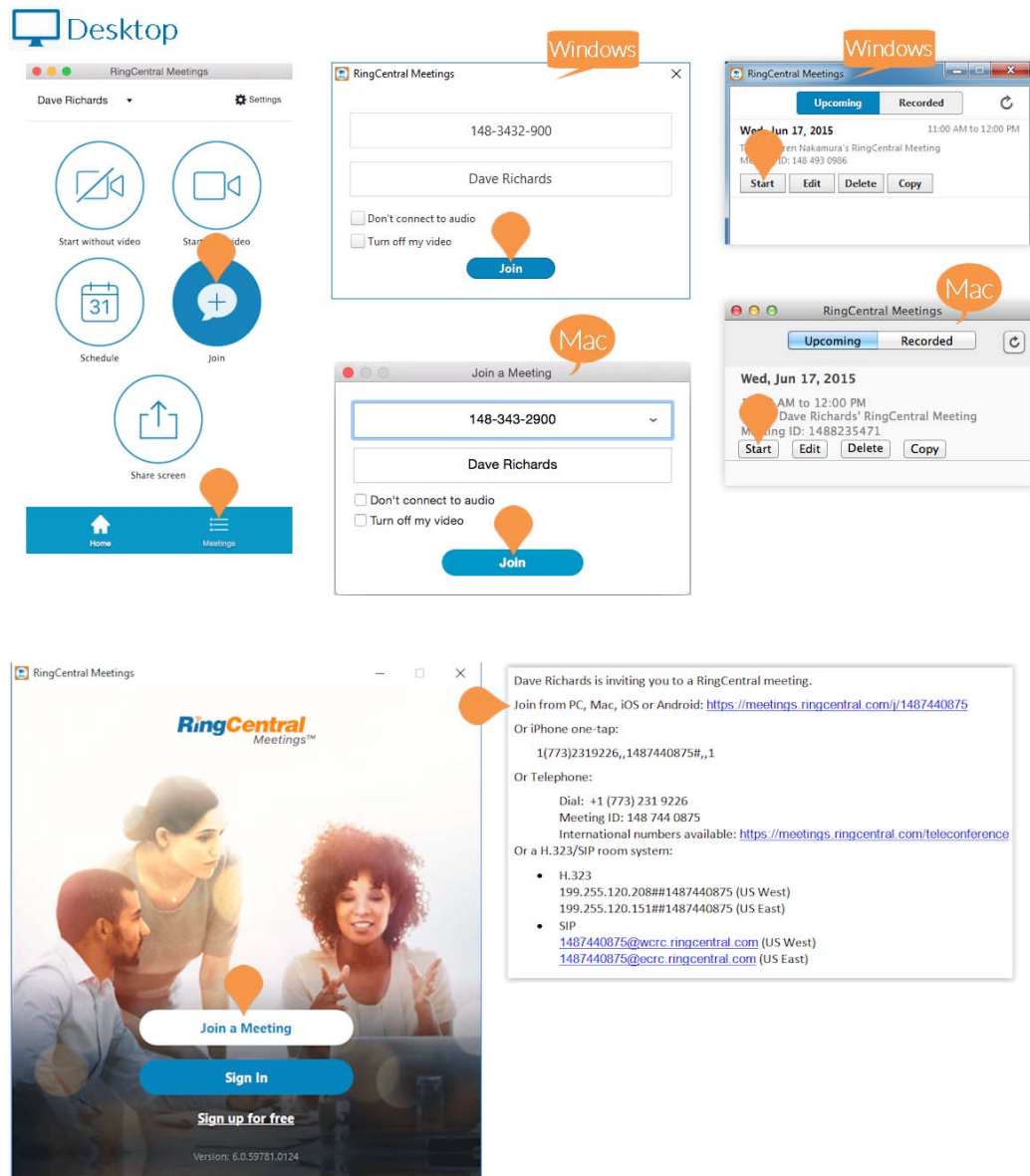
Desktop

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 continued...

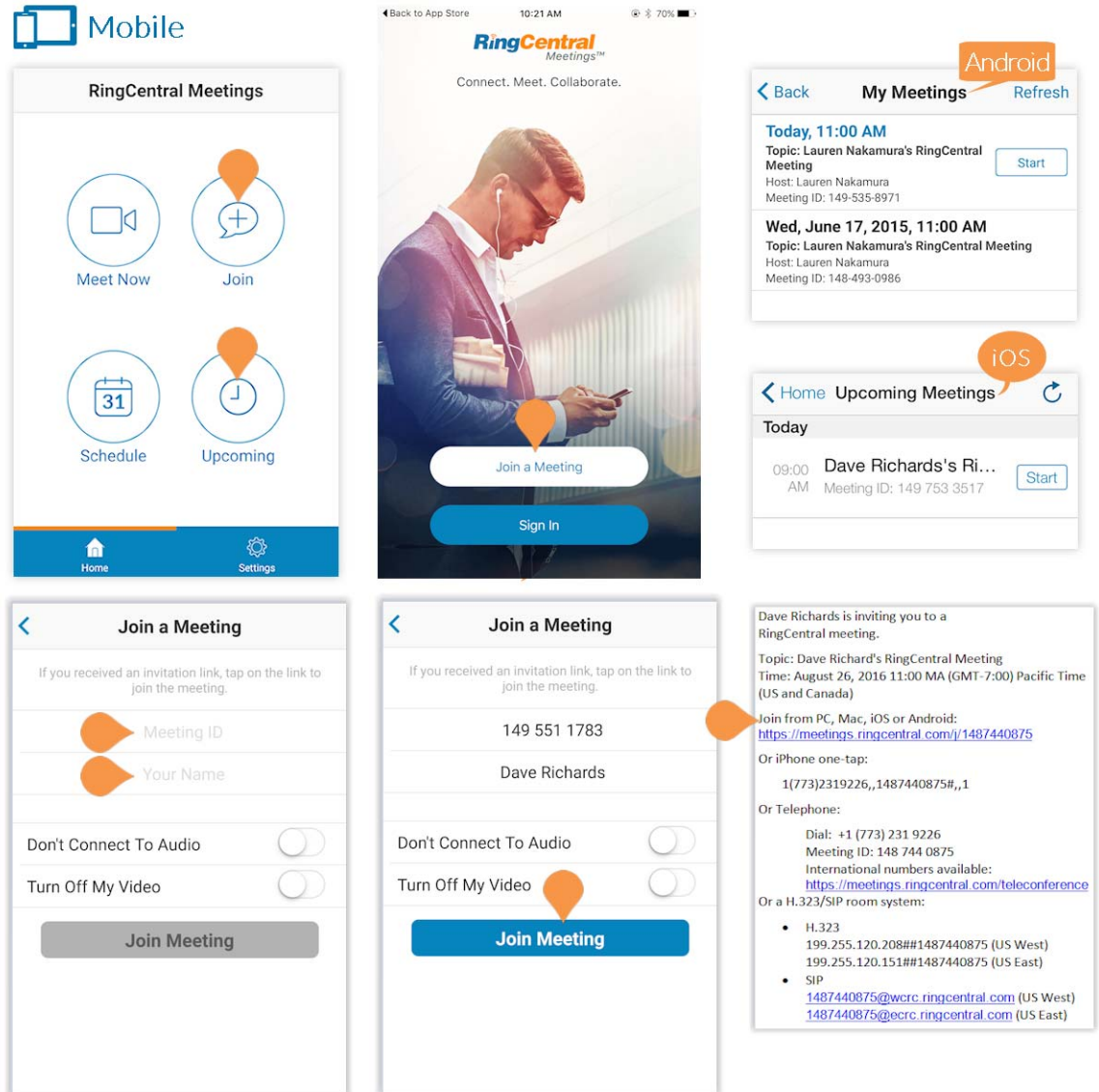
Mobile

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.



Join a Meeting continued...

Mobile 3D Touch Support

On iPhone 6S and 6S Plus devices with 3D Touch support, you can start or join a meeting from the home screen with one simple tap.

