

RingCentral Meetings Hosting – Free Version (Windows Computer Instructions)

Thank you for hosting a meeting for New Hope Church. You can successfully host your meeting by doing 3 steps.

1. Download and configure the software prior to the first meeting.

2. Let your group know when the meeting(s) will be held.

3. Start the meeting and invite the attendees each time the meeting will be held.

If you have the RingCentral Meetings Application installed and/or have an account, skip to Sign in instructions on page 4. If you don't have the application or a RingCentral Meetings account, the first time RingCentral Meetings is used for a meeting, you will need to add it to your Windows Computer using an Internet Browser.

Using the URL to the right makes it easy!!

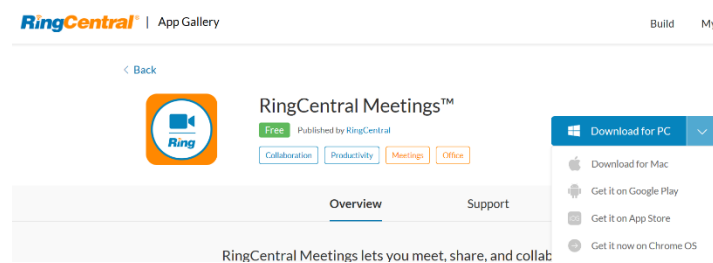


<https://www.ringcentral.com/apps/rc-meetings>

Select Download for PC (Select the down arrow next to Download For PC for other options)

Install RingCentral Meetings to your Computer by selecting Download for PC

(Note: Your computer security may prompt you to allow the install.)



Select Run from the prompt at the bottom of the screen.

What do you want to do with RCMeetingsClientSetup.exe (15.5 MB)?
From: dn.ringcentral.com


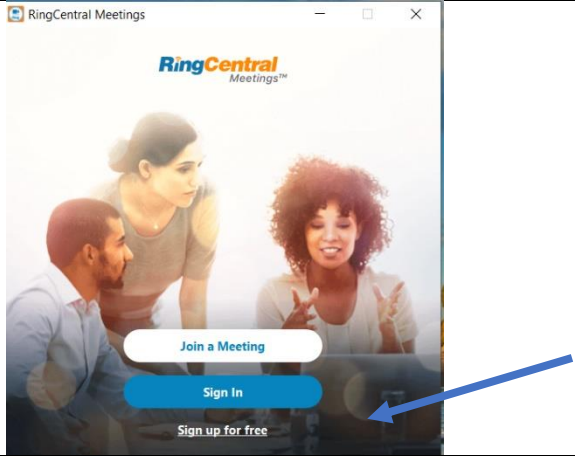
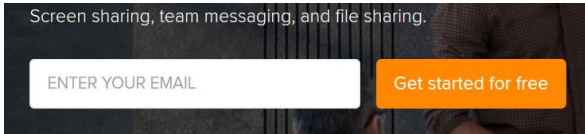
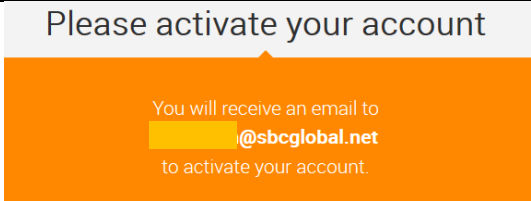
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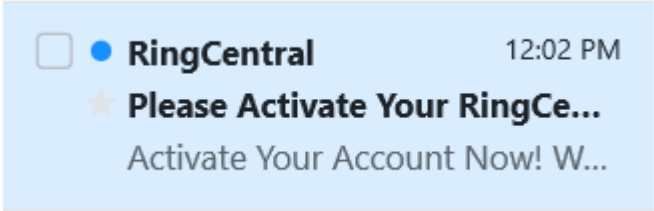
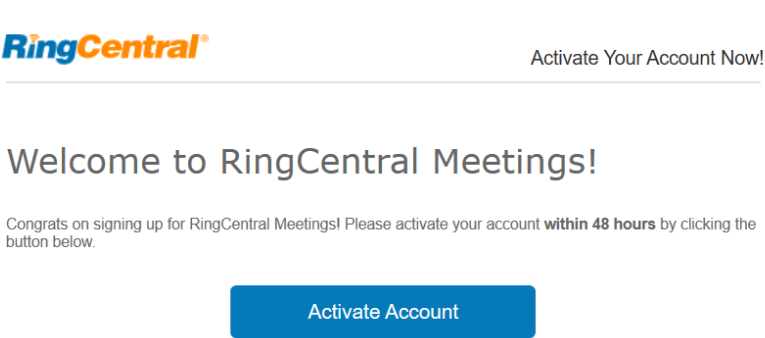
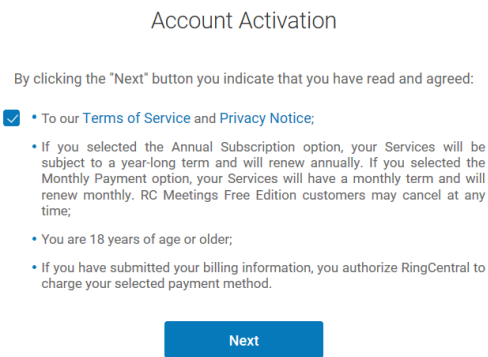
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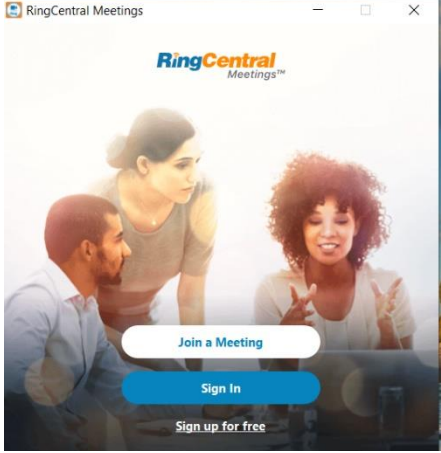
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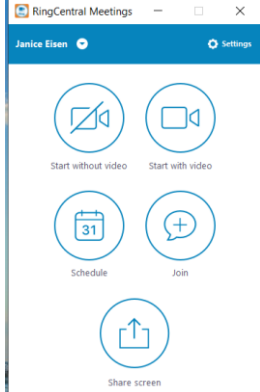
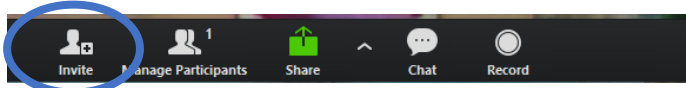
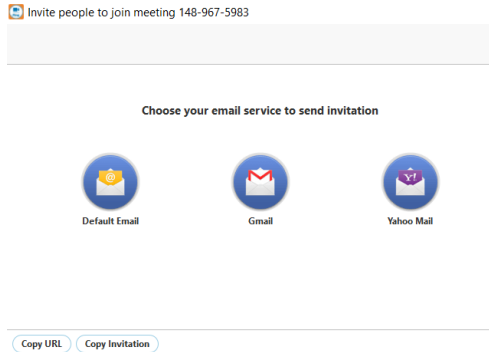
Cancel

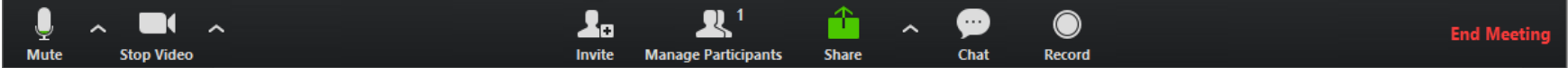
X

Launch RingCentral Meetings.	Once installed, RingCentral Meetings will launch. If it doesn't, use  the Start Menu (Lower Left) to launch RingCentral Meetings.
If this is your first-time using RingCentral Meetings, create an account by selecting Sign up for free. (After the first time and after creating your account, this step can be skipped and just use Sign In or Join a Meeting)	
Enter your complete email address and select Get Started for free. (ex: FredFlintstone@gmail.com)	
Next you will receive this prompt to check your email. Access your email Inbox and you will shortly receive an email asking you to Activate your Account.	

<p>Locate the email from RingCentral in your email Inbox. Or maybe it might have gone to Spam or Junk email folders. Check those folders if you don't see the email within a few minutes.</p>	 <p>The image shows an email header from RingCentral. It includes a checkbox, the RingCentral logo, the time 12:02 PM, and a subject line 'Please Activate Your RingCe...'. The preview text reads 'Activate Your Account Now! W...'.</p>
<p>Open the email and select Activate Account.</p>	 <p>The image shows the RingCentral account activation page. It features the RingCentral logo, a link to 'Activate Your Account Now!', a heading 'Welcome to RingCentral Meetings!', a congratulatory message, and a large blue 'Activate Account' button.</p>
<p>Review the Terms of Service and Privacy Notice and then click the box to agree. After clicking to agree to the notice, select the Next button to proceed.</p>	 <p>The image shows the 'Account Activation' page. It includes a heading, a statement about clicking 'Next', a checked checkbox for agreeing to Terms of Service and Privacy Notice, and a list of conditions. A blue 'Next' button is at the bottom.</p>

<p>Input your First Name, Last Name, Password and then Reenter the password. Make a mental note of your password. Click Continue after inputting the information.</p>	 <h3>Activate Your Account</h3> <hr/> <div> <div>First Name:</div> <input type="text" value="Please input first name"/> </div> <div> <div>Last Name:</div> <input type="text" value="Please input last name"/> </div> <div>Create Password</div> <div>Use to login to your account</div> <div> <div>Password:</div> <input type="password" value="Please input the password"/> </div> <div> <div>Reenter New Password:</div> <input type="password" value="Please input the password again"/> </div>
<p>Setup is now complete. Return to the RingCentral Meetings application which is still an active application or relaunch the application.</p>	 <h2>Congratulations! Your Setup is complete</h2>
<p>Signing in with an existing account. Select Sign In and enter your email and password.</p>	

<p>Select Start with video to start (Host) a meeting.</p>	
<p>Select the Invite icon at the bottom of the screen to invite others to the meeting.</p>	
<p>The meeting number is at the top of the screen. Use one of the methods to invite others to the meeting. Copy URL or Default Email are the most common ways to invite others.</p> <p>Warning: Only share your meeting information with your list of attendees. Don't share on social media or others would be able to access your meeting.</p>	

 The toolbar is a dark horizontal bar at the bottom of the Zoom window. It contains several icons and labels: a microphone icon labeled 'Mute', a video camera icon labeled 'Stop Video', a plus icon, a person icon labeled 'Invite', a group of people icon labeled 'Manage Participants' with a '1' badge, a green share icon labeled 'Share', an up arrow icon, a speech bubble icon labeled 'Chat', a record icon labeled 'Record', and a red 'End Meeting' button on the far right.	
<p>The Toolbar shown above is at the bottom of the computer screen and has icons of items to use during the meeting.</p>	
<ul style="list-style-type: none">• Mute – Use this to mute and unmute the meeting. If presenting to the group, it is best practice to greet the meeting and let them know mute is being set. This controls the random sounds and people talking during the meeting.• Start/Stop Video – Use this to start and stop your video (camera).• Invite – Invite others join to the meeting.• Manage Participants -view the participants in the meeting.• Share – Share a screen, file or presentation.• Chat – Chat with one person or the entire group.• Record – Record the meeting.• End Meeting - Leave the meeting.	

Online resources for more in depth information:

<https://www.youtube.com/watch?v=autvW3A4Bmk>

https://netstorage.ringcentral.com/guides/meetings_quickstart_guide.pdf

<https://youtu.be/Anjih3dmuhg>

<https://www.ringcentral.com/apps/rc-meetings>

Requirements:

Broadband internet

Webcam (for video), microphone, speaker

Windows: 1 GHz or better processor. Windows 7 or later

Mac: 1 GHz or better processor. Mac OS X® 10.10 or later

iOS: iOS 9.0 or later; Works over Wi-Fi, 4G/LTE and 3G networks

Android: Android 5.0 or later; Works over Wi-Fi, 4G/LTE and 3G networks