

Instructions for participation:

If you already have RingCentral installed on your device,

Open the application;
Click “join a meeting”; and
Enter the meeting ID 856 6168 460 and your name

If you are new to RingCentral Meetings you will need to install the application in advance of the meeting. The supported platforms include PC, Mac, Linux, iOS or Android. Download and installation instructions are below and refer to this link: <https://meetings.ringcentral.com/j/8566168460>

Please note: when you enter the meeting your mic will be muted, please keep your mic muted unless you are speaking in participation of the program.

You can join this video meeting using a tablet, smartphone, PC or laptop, provided that the device you are using has a functioning camera and microphone.

To download the app, click the link above which will:

- (1) launch the browser on your device and download the installer on your PC or Laptop; or
- (2) prompt you to go to your App “Store” on your smartphone or tablet. Install the software/app on your device.

To install the app:

- (1) On PC or laptop, if the installer downloaded automatically it will appear on the lower left corner of your browser window. If not, click the “download here” link. Once downloaded click “run” in the Open File dialogue box to install the software.
- (2) On smartphone follow the onscreen instructions to download then install the app.

At the time of the meeting:

- (1) open the app on your device
- (2) click the Join icon
- (3) enter the meeting ID (856 6168 460) and your name

Once connected you will have the option to turn the video and audio on and off using the controls identified by the icons in the lower left corner of the screen.

Optimize your experience:

- You can use a smartphone to participate, however your best experience will be on a desktop or laptop.
- Be sure all other applications on your computer are closed.
- The presenters will be sharing their screen. If once they enter shared screen mode you should adjust your view by clicking “View Options” at the top of your screen, “Zoom Ratio”, then “Fit to Window” (as depicted below).

