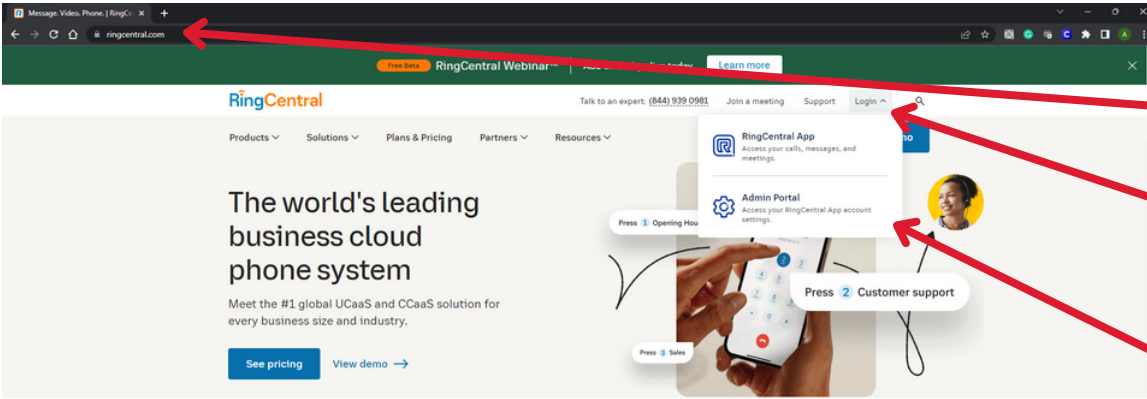


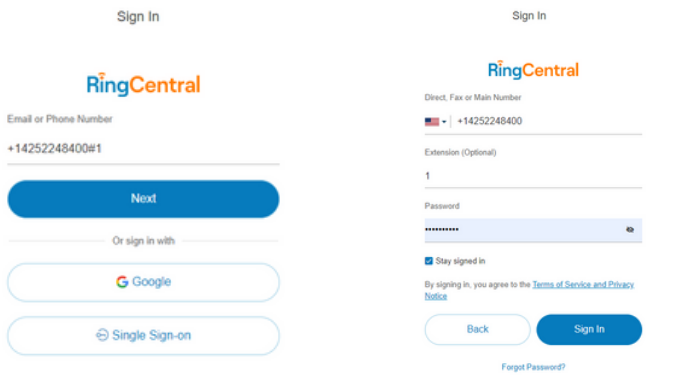
RingCentral



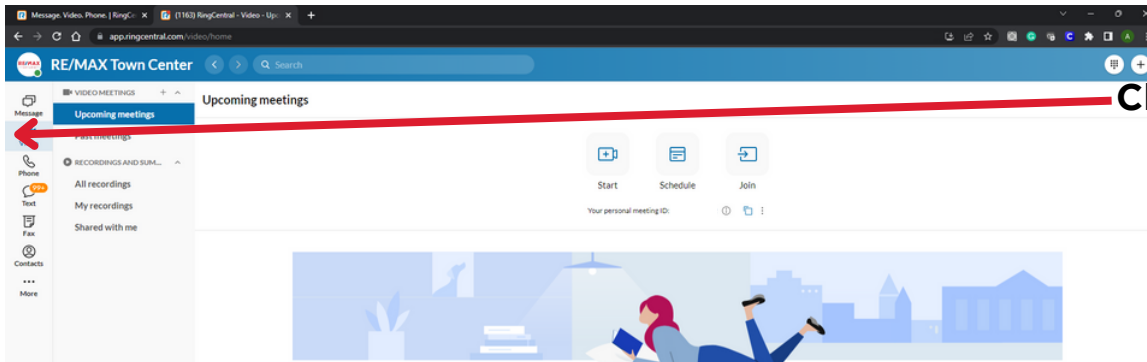
Go to
ringcentral.com

Click login

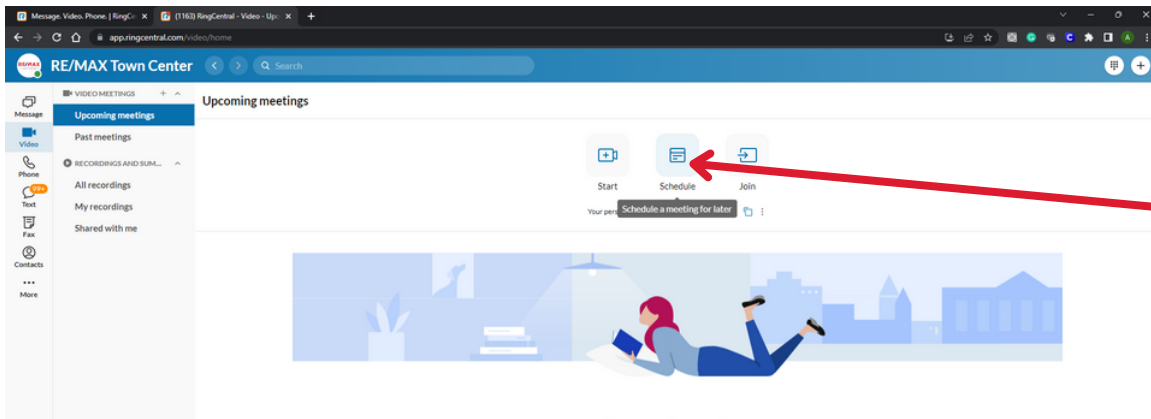
Click
RingCentral
App



Login using your email or
4252248400#[your extension]
and password



Click Video



Click
schedule



RingCentral

The screenshot shows the 'Schedule a meeting' form in RingCentral. Red arrows point to the following fields:

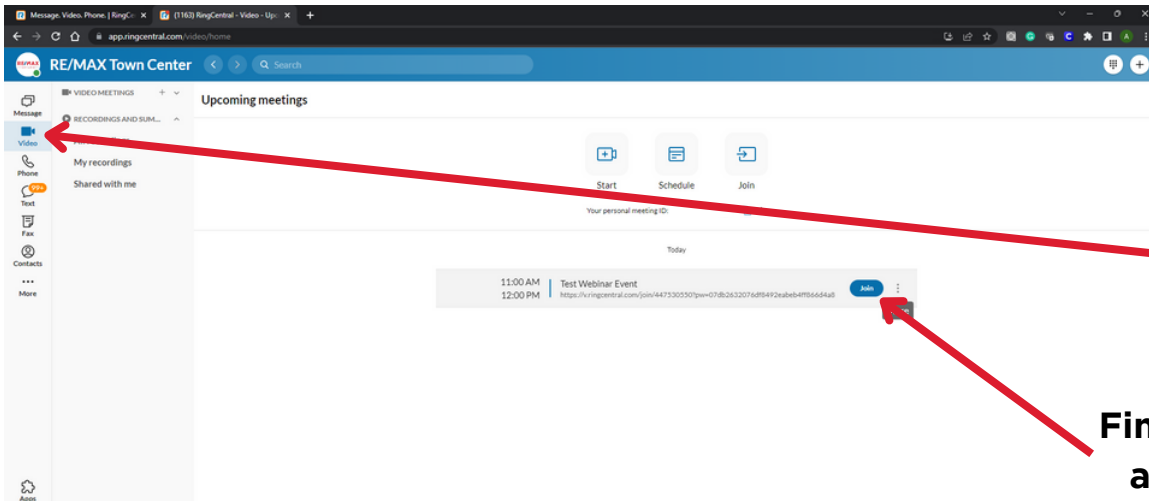
- Meeting title: Test Webinar Event
- Date: 1/24/2023
- Time: 11:00 AM
- Duration: 1 hr 00 min
- Enable waiting room checkbox (checked)

Add Public Name of Meeting

Select date and time

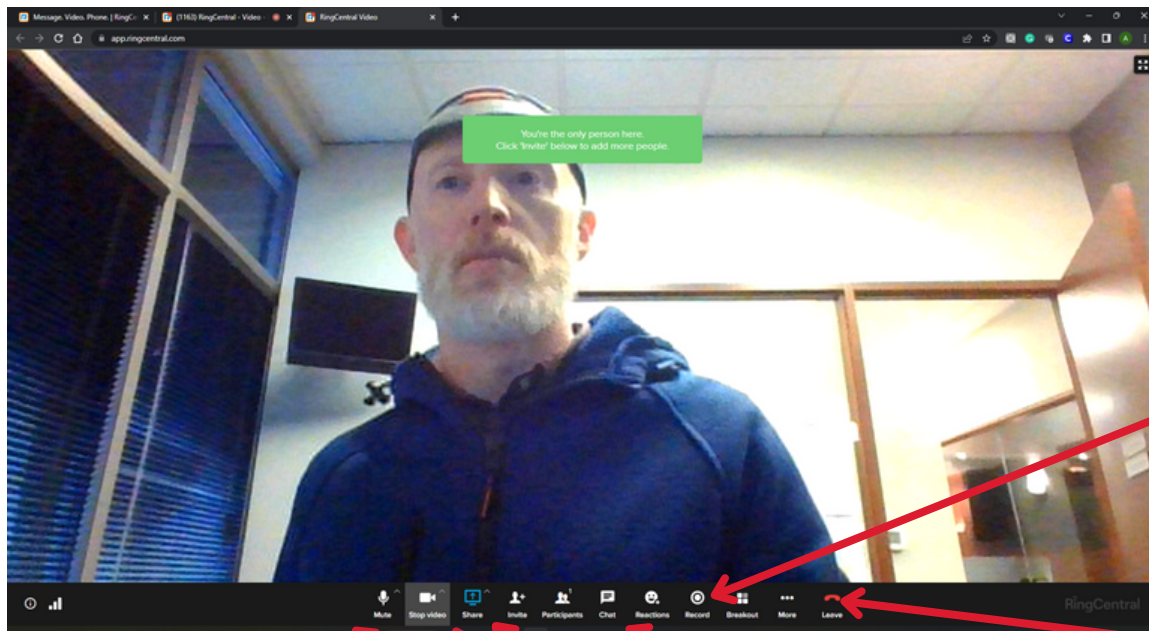
Click all six boxes. You have the choice to not select "Enable Waiting Room." Selecting means you have control over who ultimately joins the meeting, but you have to monitor the meeting entry system. No selecting means anyone with a link can join in.

RingCentral



To start meeting, select video

Find your meeting and select Join



4. Press record when the meeting starts; you must tell participants you are recording

6. Press leave when the meeting is done

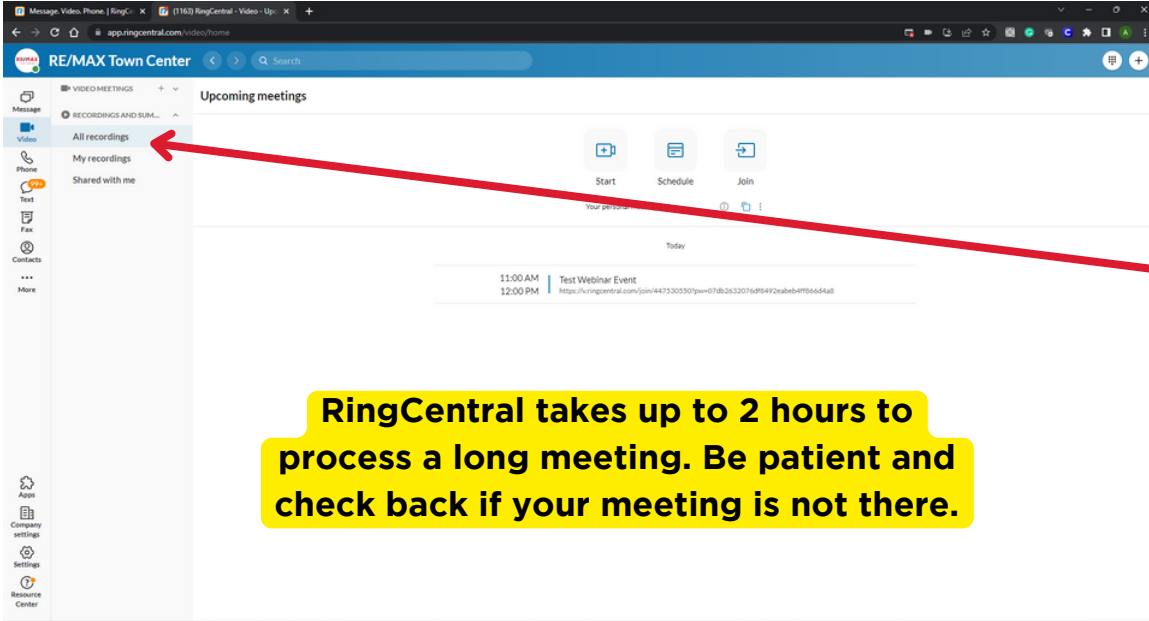
1. Test your audio by speaking; green bars will appear in the mic icon

2. Ensure your video is on

5. Use this button to share your screen.

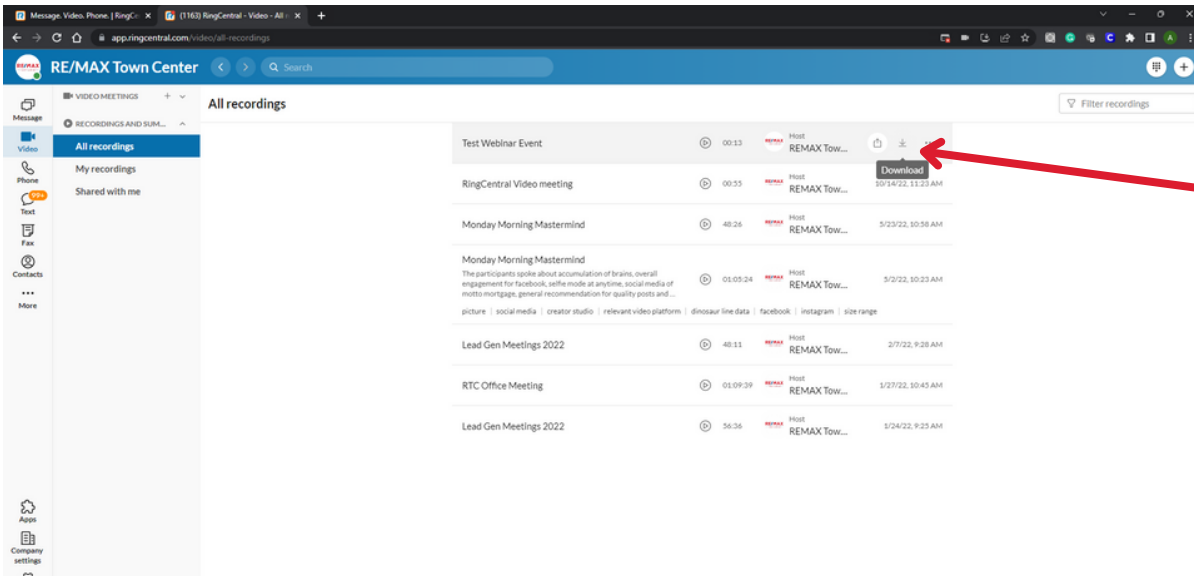
3. Open the chat window

RingCentral



To find your recording, select "All recordings"

RingCentral takes up to 2 hours to process a long meeting. Be patient and check back if your meeting is not there.



Click the down arrow to download your recording

