

RINGCENTRAL ROOMS: SCHEDULING A VIDEO MEETING FOR YOUR POLY STUDIO X30/X50 USING YOUR EMAIL

Schedule a RingCentral Video meeting session for your Poly Studio X30 or X50 conferencing system using Microsoft Outlook or Gmail with the RingCentral Scheduler add-in. This guide provides an overview of the scheduling process for both Microsoft Outlook and Gmail.

USING MICROSOFT OUTLOOK

Follow these steps to schedule a video meeting for your Poly Studio X30/X50 using Microsoft Outlook:

1. Create a new calendar appointment.
2. Add the Room name assigned to your Poly Studio X30/X50 in the **To** field.
(The Room name and its associated email address is set up by your organization's IT.)
3. Type your preferred name for the video meeting in the **Subject** field.
4. Click **Schedule with RingCentral**.
(The RingCentral Scheduler add-in must be set up and logged in on your Microsoft Outlook.)
5. Configure your preferred RingCentral Video settings.
6. Click Add Meeting.
7. Click **Send** to finish.

The image displays two screenshots of the Microsoft Outlook interface. The top screenshot shows the 'Organizer Meeting' form with the following details: From: Calendar - reymar.syquio@rcoffice.ringcentral.com; To: Boardwalk Conference Rm; Subject: RCV Overview Meeting; Location: [empty]; Duration: 2 Hours; Starts: 01/10/2020 3:00 PM; Ends: 01/10/2020 5:00 PM. The bottom screenshot shows the 'RingCentral Scheduler' add-in interface with the following details: Schedule for: Myself; Meeting settings: Use Personal Meeting ID: 102 030 403; Mute audio for participants; Turn off camera for all participants; Security options: Add meeting; Signed in as Reymar Syquio.

USING GMAIL

Follow these steps to schedule a video meeting for your Poly Studio X30/X50 using Gmail:

1. Create a new calendar event.
2. Add the Room name assigned to your Poly Studio X30/X50 under the Rooms section. (The Room name and its associated email address is set up by your organization's IT.)
3. Type your preferred name for the video meeting.
4. Click **Add RingCentral Video meeting**. (The RingCentral Video extension must be set up and logged in on your Gmail.)
5. Configure your preferred RingCentral Video settings.
6. Click **Done**.
7. Click **Save** to finish.

