

Scheduling Video Meetings

Scheduling meetings can be confusing, especially when you are using multiple applications. RingCentral lets you set up a meeting without switching between apps.

Scheduling Video Meetings from the Video Tab via the RingCentral App for desktop

1. Log in using your RingCentral credentials.
2. Click **Video**.
3. Click **Schedule**.
4. Complete the video meeting information. If you have multiple calendars synchronized, select the correct calendar.
5. Click **Schedule**.
6. Your email invite window appears. Add participants and include meeting details as needed then click **Send**. You should see the invite you have created on your Outlook calendar.

The image illustrates the process of scheduling a video meeting through the RingCentral desktop app. It is divided into several key sections:

- RingCentral App Interface:** Shows the sidebar with the 'Video' icon selected, indicated by a circled '2'. Below it, the 'Meetings' section has the 'Schedule' button highlighted with a circled '3'.
- Schedule a meeting dialog:** A form where meeting details are entered. The meeting title is 'Project XYZ Kick-off'. Meeting settings include 'Use personal meeting ID', 'Mute audio for participants', and 'Turn off camera for participants'. Security settings include 'Require password' (checked) and 'Set password' (KF73xLUKka). The calendar is set to 'Outlook Calendar'. A circled '4' is next to the 'Schedule' button.
- Organizer Meeting Email:** Shows the email invite window with fields for 'From', 'To', 'Subject', 'Location', 'Duration', 'Starts', and 'Ends'. A circled '6' is next to the 'Send' button.
- Outlook Calendar:** Shows the meeting invite appearing on the calendar. A pop-up window shows the meeting details: 'Project XYZ Kick-off', 'Friday, 24 July 2020, 12:00 PM to 1:00 PM (1 Hour)', and 'Reymar has invited you.' A circled '5' is next to the 'Schedule' button in the previous step.

Scheduling Video Meetings from the Video Tab via the RingCentral App for mobile

1. Tap **Video**.
2. Tap **Schedule**.
3. Fill out the meeting invite information.
4. Tap **Invitees**.
5. Tap **Add invitees** and type or select the name of your preferred meeting attendees.
6. Tap **New Event**.
7. Tap **Add**. Your meeting is now scheduled. Tap the **Video** icon to see your scheduled meetings.

