

Ways Students Can Use RingCentral Meetings

Queens students can use an easy-to-use video and web conferencing tool—RingCentral Meetings. This is great for collaboration on group assignments and it may also be used to hold class sessions. Selected features are:

- Join by computer, mobile device, or telephone
- Video and audio
- Chat pane
- No need to collect participant IDs
- Host and/or participants can share their screen
- Participants can draw and type on a shared screen
- Meetings can be recorded
- Non-Queens users can join a meeting

Joining a Meeting

You'll receive meeting invitation details from the meeting host or organizer with options for joining the meeting, including by computer, mobile device, or landline telephone. [See the most common way to join a meeting.](#)

Quick Links to Start and Host a Meeting

[Scheduling an Online Meeting](#)

[Hosting an Online Meeting](#)

[Start and Join a Meeting on the Meetings Mobile App](#)

[Log in to RingCentral Meetings with Single-Sign-on](#) (the bottom pill button)

Additional resources are posted on [Queens ITS RingCentral resource page](#)

Help for Using Interactive Features

- Use chat to share online resources like links to a OneDrive file, Google Doc, or online video. These will open in a new browser window. Shortcuts to open chat are Alt+H or Command(⌘)+Shift+H.
- [Share your screen](#)
- [Host Controls for Screen Sharing](#)
- [Add notes or annotations](#)

Enable Features of Your Meetings through Settings

To use some features, you may need to adjust *meeting* Settings. Go to <https://service.ringcentral.com>. [Log in to RingCentral Meetings with Single-Sign-on](#) using your Queens email. Click **Settings**, then click **Meetings**.

Basic Features—Selected Settings

Feature	Explanation
Co-host	Allows host to add co-hosts. Co-hosts have the same in-meeting controls as host.
Annotation	Allows participants to use annotation tools to add information to shared screens
Whiteboard	Allows participants to share a whiteboard that includes annotation tools
Remote control	The person who is screen-sharing can allow others to control the shared content

Advanced Features—Selected Settings

Feature	Description
Screen sharing	Allows host and participants to share their screen or content during meetings
Show a "Join from your browser" link	Bypasses the RingCentral application download process, to join a meeting directly from a browser. A workaround if someone can't download, install, or run applications.

Modify Your Personal Settings through Your Desktop App

You can adjust your *personal* settings through the Desktop RingCentral Meetings App. Open Meetings for Desktop and click **Settings**. You'll see tabs for General, Audio, Video, Recording, etc. This where you can check "Touch up my appearance" and [specify where recorded files are downloaded when a meeting ends](#).