**User Instructions for RingCentral Conference Bridge**

* As a host, we recommend that you read and be familiar with these instructions the day before the event and not wait until the day of your Lunch & Learn event. If you have any questions, please reach out to support@lunchandlearn.cloud
* You will receive the RingCentral login URL from support@lunchandlearn.cloud
* It is your responsibility as the host to distribute this URL in a calendar invite to all the attendees
* It is HIGHLY recommended that you utilize a **headset or high-quality headphones.**

Day of the Lunch & Learn:

1. It is recommended that as the host, that you log into RingCentral at least **10 minutes prior** to the start time
2. If you have not used RingCentral prior to this event, you will need to download the application. To do this, just click on the URL for the Lunch & Learn and follow the instructions
3. Once the application is installed, it will automatically launch
4. The “Choose ONE of the audio conference options” window will appear. You will see two tabs:
	1. Computer Audio: By clicking the green “Join with Computer Audio” button you will be connected to the Virtual Lunch & Learn



* 1. Phone Call: On this tab you will see:
		1. Phone #’s to dial into
		2. Meeting ID – Each meeting has a unique meeting ID# to enter
		3. Participant ID - Each meeting has a unique participant ID# to enter



1. After you have selected your audio option, you will be placed into the RingCentral meeting. In the main area of the window you will see:
	1. Meeting details: This displays all the information related to the meeting. You can also click the “Copy URL” hyperlink if you need to send to an attendee
	2. Join Audio button: If you need to switch your audio connection type (computer audio vs. phone call)
	3. Share button: This will enable you to share your screen (see step #6 below for details on how to do this)
	4. Invite Other button: This will allow you to invite others to this meeting (see step #7 below for details on how to do this)
	5. Toolbar:
		1. Mute: Clicking this will “mute” & “unmute” your audio
		2. Start Video: If you have a video camera attached to your computer, you can click this to turn on or off your camera. By default, the camera is turned off
		3. Invite: Same functionality as step “d” above
		4. Manage Participants: Clicking this will open the “Participants” pane (see step #8 below for details on how to do this)
		5. Share: Same functionality as step “c” above
		6. Chat: Clicking this will open the “Chat” pane (see step #9 below for details on how to do this)
		7. End Meeting: Clicking this will remove you from the meeting and End the meeting



1. Share Screen:
	1. Click the “Share Screen” button



* 1. A window will open that will allow you to select:
		1. A specific screen
		2. A specific application
	2. Once you have selected what you want to share, you will need to click the blue “Share” button.



1. Invite Others: This will allow you to invite others to the Virtual Lunch & Learn
	1. Click the “Invite Others” button



* 1. A window will open that will allow you to
		1. Send an invite from your default email (ex. Outlook)
		2. Send an invite from Gmail
		3. Send an invite from Yahoo Mail
		4. Copy the URL
		5. Copy the invitation



1. Manage Participants: Clicking the “Manage Participants” button (1) on the toolbar will open the Participants pane on the right. From here you can:
	1. View the entire list of participants



1. “Chat” button
	1. Will open the “Chat” pane and allow participants to type messages to be viewed and responded too

