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TELEHEALTH INSTRUCTIONS

- Open the email with the subject "Grace Tang's RingCentral Meeting", click the meeting invitation link with a 10-digit meeting id: https://meetings.ringcentral.com/j/xxxxxxxxxx?pwd=........

For cell phone/tablet (iOS or Android)

For laptop/desktop (PC, Mac or Linux):

- Before the meeting, click the meeting invitation link in the above email, and then click "**download & run RingCentral Meetings**" as prompted.
- Download the RingCentralMeetingsLauncher program and run it.
- If the meeting has not started, you will see a dialog with the message "Please wait for the host to start this meeting". You can click "Test Computer Audio", and you can test your speaker and your microphone.
- At the time of the meeting. Click the meeting invitation link in the above email.
- If the meeting has started, you will be prompted to join a meeting. A popup may show up with the message "Open RingCentral Meetings?" Click "Open RingCentral Meetings", and check the box "Always allow rcm.ringcentral.com to open links of this type in the associated app."
- On the dialog "Enter your name", enter a display name to identify yourself. You can check "Remember my name for future meetings". Click "Join Meeting".
- Video Preview may show up. Click "Join with Video".
- You are now in a virtual "waiting room", and will see the message "Please wait, the meeting host will let you in soon."
- After I let you in, you should be able to see me.
- Click "Join Audio" on the left bottom corner and a dialog shows up for you to choose the audio conference options. Click "**Join with Computer Audio**", and be sure to check the box on the bottom "Automatically join audio by computer when joining a meeting".
- Be sure to click "**Start Video**" if video is not already started.
- Make sure both your microphone and video are on, as shown in the icons below.

For cell phone/tablet (iOS or Android):

- Before the meeting, download RingCentral Meeting app as prompted
- Join the meeting
- Enter a display name to identify yourself.
- Allow RingCentral to access the microphone.
- Allow RingCentral to access the camera.
- Join Audio: select "Call using internet audio"
- Start Video: Tab the screen to find the red "Start Video" icon at bottom left or upper right of the screen, click the Start Video icon
- Make sure both your microphone and video are on, as shown in the icons below.