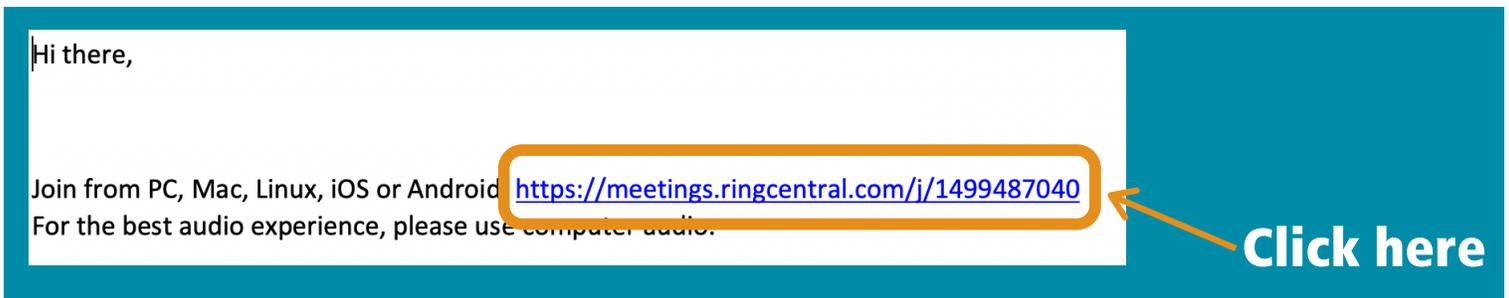# Inter Valley Health Plan
Medicare plans for health. Not for profit.
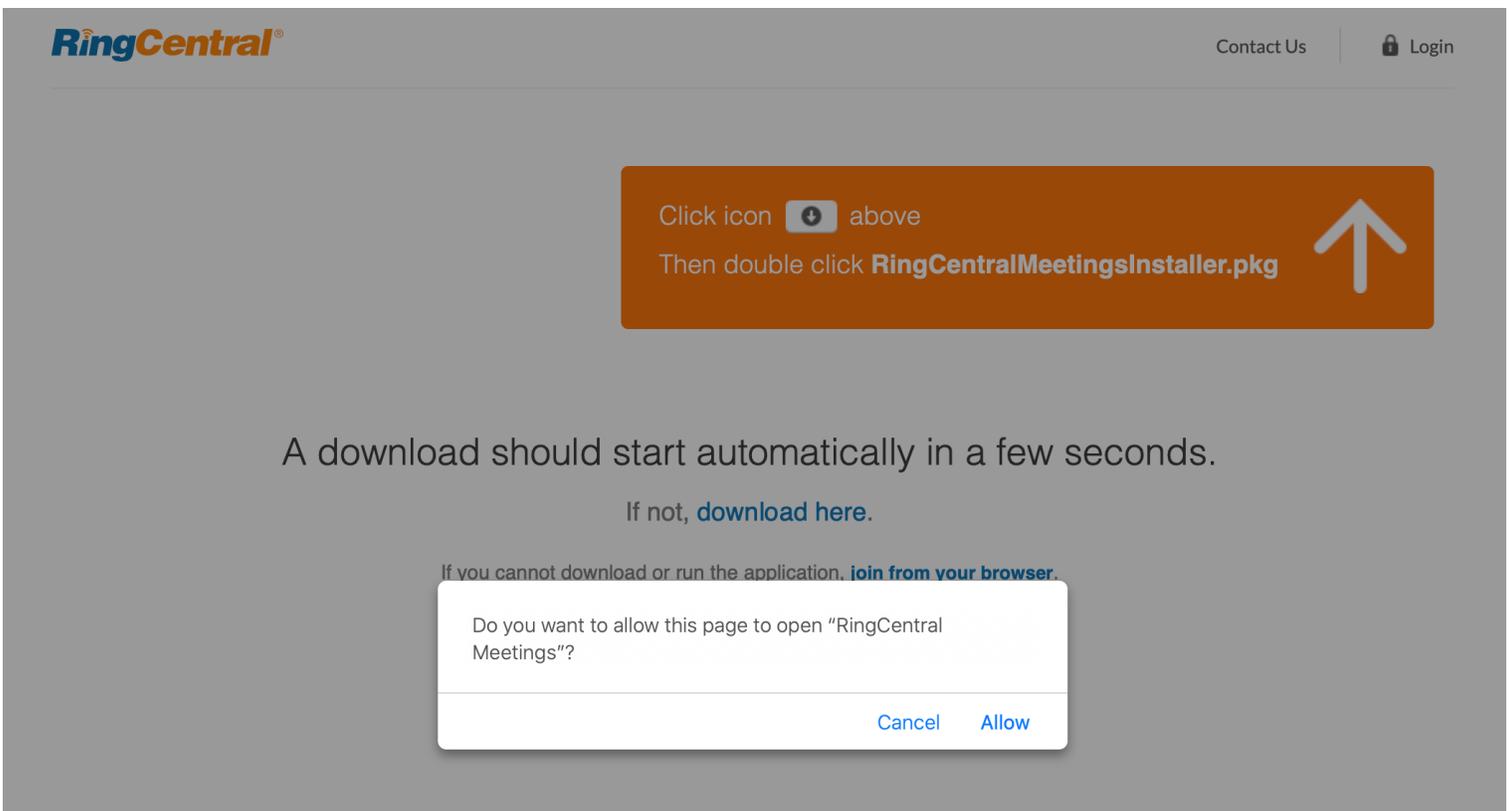
RingCentral Step by Step

RingCentral is the video platform used by Inter Valley Health Plan for virtual meetings and classes. This guide is a step by step process on how to log into a RingCentral meeting and the features it offers.

Joining a RingCentral Meeting

- The first step you would take is to go into your email account and to find the email we have sent you that has the meeting info and the link to the meeting.
- Once you have found that email all you would need to do is click on the link provided on the email. Which looks like this...
    *if a telephone # is provided, you may call using that number. No video will show.

Hi there,

Join from PC, Mac, Linux, iOS or Android   https://meetings.ringcentral.com/j/1499487040
For the best audio experience, please use computer audio.

Click here

- After you have clicked the link a new window will open and will automatically start to download RingCentral but if it doesn't start you will just click on the link that says "download here" to start the download.
- Once it has been downloaded it will then ask you if the page can open "RingCentral Meetings", just click "Allow" and it should open up a new window which is the RingCentral Meeting video page.

RingCentral®   Contact Us   🔒 Login

Click icon 🔽 above
Then double click **RingCentralMeetingsInstaller.pkg**

A download should start automatically in a few seconds.

If not, download here.

If you cannot download or run the application, join from your browser.

Do you want to allow this page to open "RingCentral Meetings"?

Cancel   Allow

- You may also see an option "If you cannot download or run the application, Join from your browser" click on "Join from browser" this will open the meeting on a web browser instead downloading RingCentral.

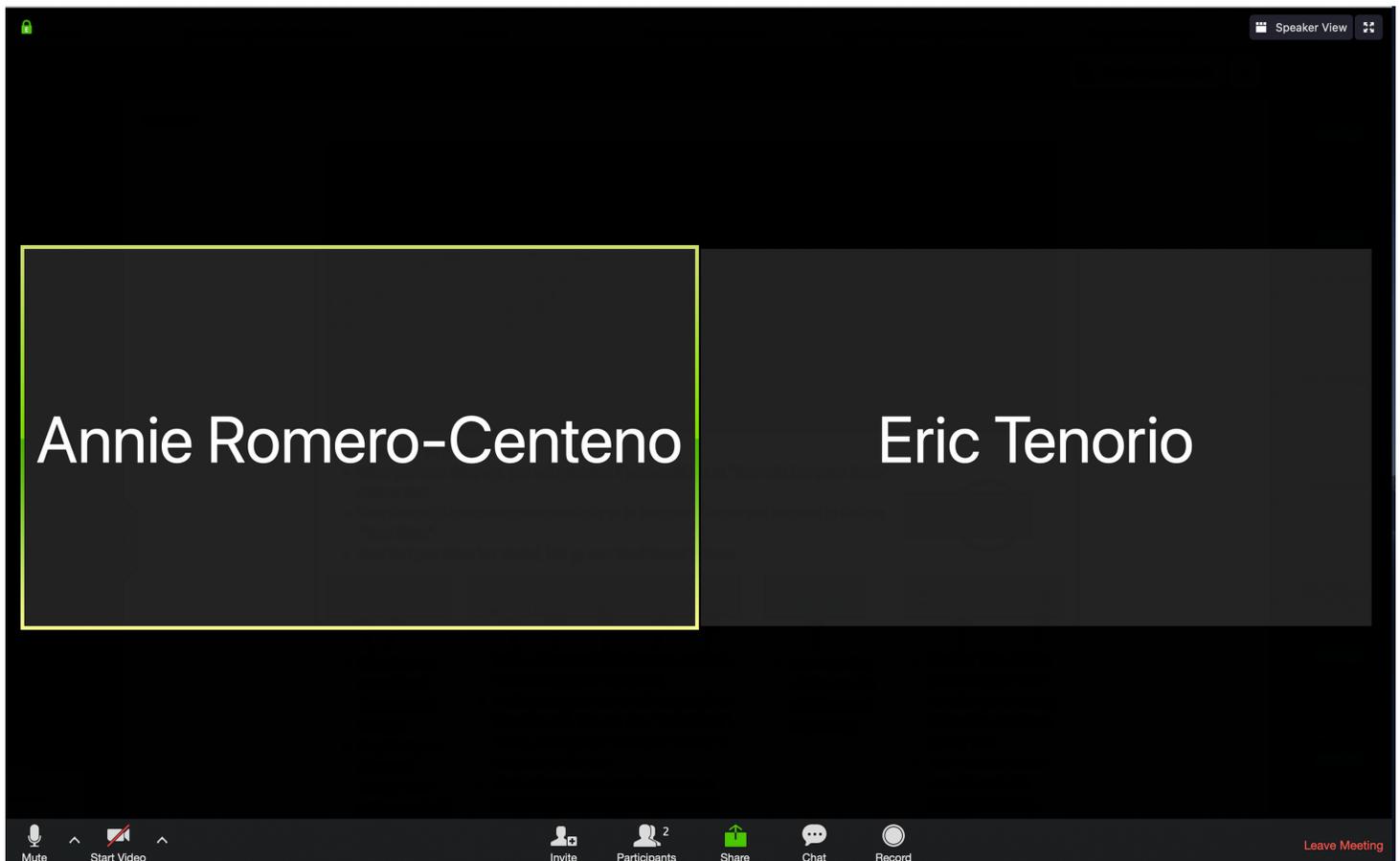A download should start automatically in a few seconds.

If not, download here.

If you cannot download or run the application, **join from your browser**.

Click here

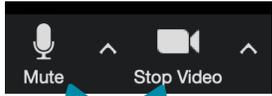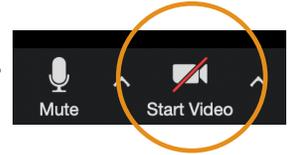If you have problems joining the meeting, see probable solutions.

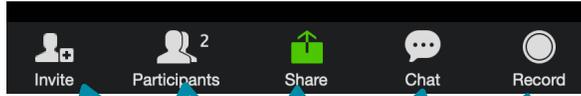- This is what your screen should look like now.
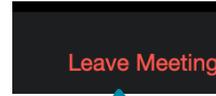
The Features of RingCentral

- When you're on this page, you will be asked if you would like to "Join with Computer Audio." If you have a microphone on your device, click on it otherwise you'll have to use a phone to be heard.
- Your video might not start up automatically. To turn video on, click on "Start Video" at the bottom. If it is not shown, move your mouse towards the bottom of the screen and it should pop up.
- Now that your video has started, lets go over the different features.

- Mute/Unmute yourself and change sound settings.
- Stop/Start your video and change video settings and add a virtual background.

- Invite, allows you to invite more people to the meeting if you're the host.
- Participants, you can see all the people on the video call. You can also "Raise Hand".
- Share, allows you to share your screen to everyone on the call.
- Chat, where you can send messages to everyone or privately to one of the other participants.
- Record, allows you to record the meeting and it saves to your computer.

- Leave meeting, clicking on this will let you exit the meeting

- Speaker View, will let you change the view on what you're seeing. Either it be speaker or gallery view.
- The 4 arrows, is how you will make the meeting full screen.