

How to join a RingCentral Meeting:

Pacific Fishery Management Council utilizes RingCentral to host its meetings where participants can dial in to listen to a conversation, participate, share screens etc. Please follow the steps below to join a PFMC RingCentral Meeting:

(This instructional is for joining from a computer. If you join via a mobile device, please download the RingCentral Meetings App from the App store)

Step 1) CONNECT

Click the link for the Meeting provided within the invite or on our website. (when applicable)

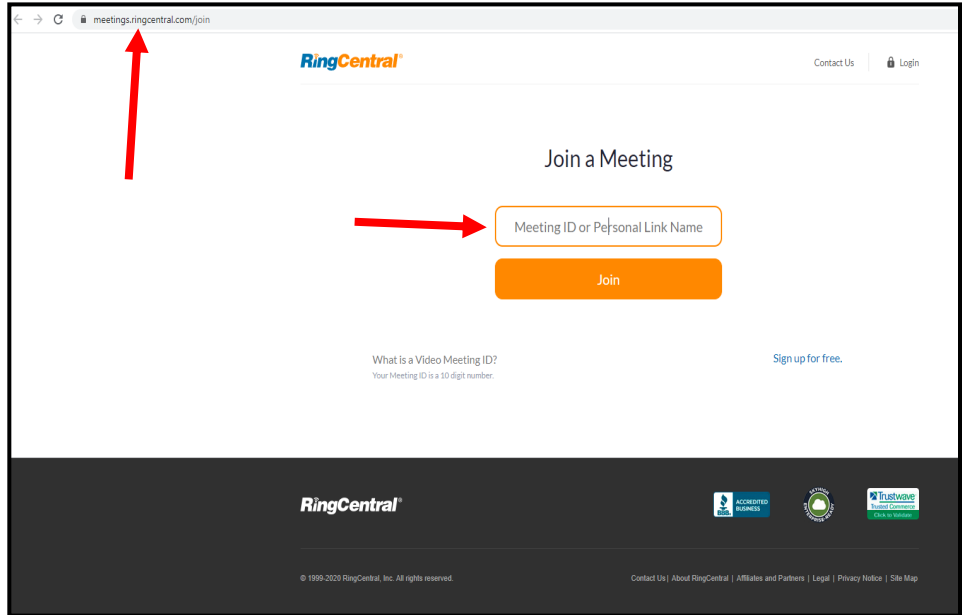
OR

Step 1)

Open a web browser and navigate to:

meetings.ringcentral.com/join

Enter the Meeting ID and select Join



Step 2) DOWNLOAD

Download the RingCentral Meeting application. The download should start automatically.

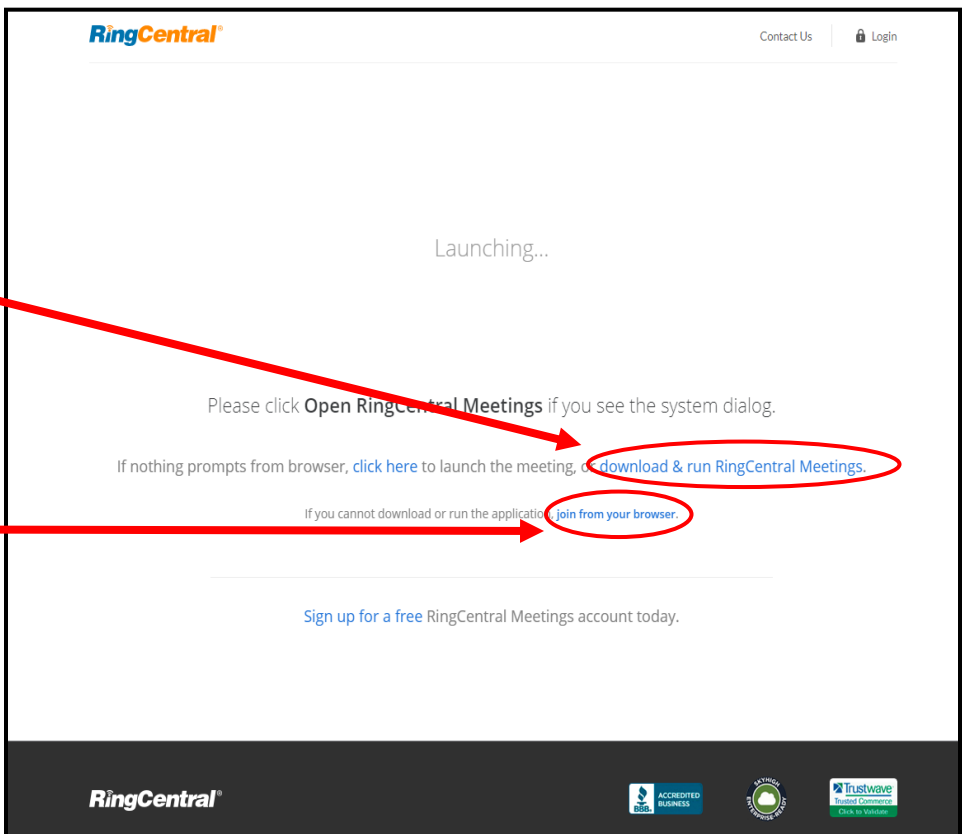
If it does not, you may click the link to manually start the download.

If you are unable to download the application, you may join the meeting via your web browser*.

(Skip to Page 3 for joining via browser or instructions for ONLY dialing into the meeting from a phone)

***NOTE: Joining via a web browser is a last resort, and PFMC recommends downloading the application.**

Joining from a web browser will allow you to see others screens and dial into the meeting to listen. However, you will not have a hand raise function, be able to share your screen, or join via computer audio.



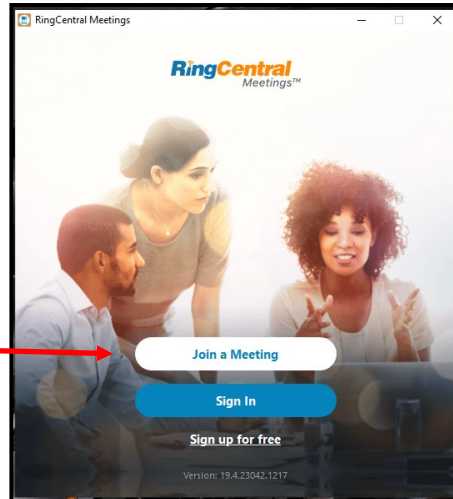
STEPS IF JOINING FROM RINGCENTRAL APPLICATION:

Step 3) LAUNCH

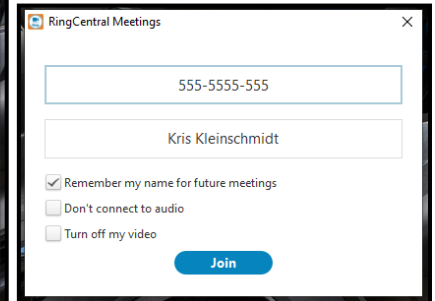
Once the download has completed. Open the application from where it was downloaded to install.

(in most cases its saved to your Downloads folder).

Select "Join a Meeting" and enter the Meeting ID and your name when prompted. *(No account is needed)*



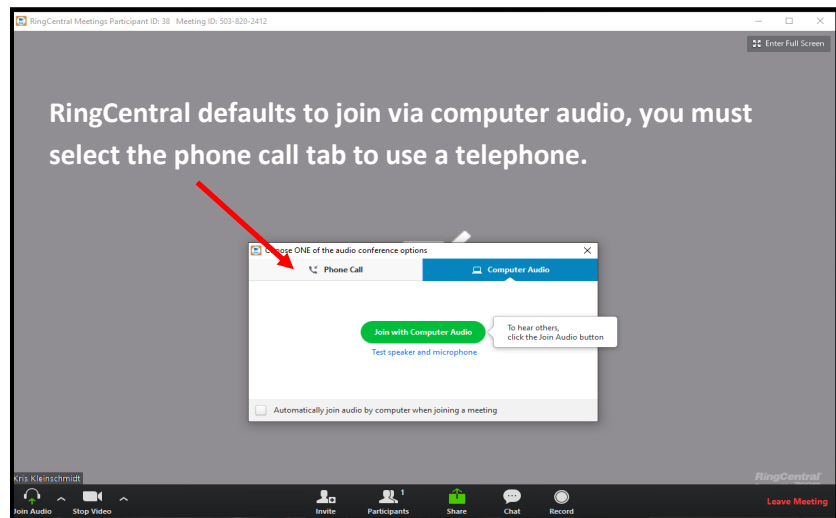
**If you joined this meeting via an invite link, it should automatically enter in the Meeting ID for you.*



Step 4) CONNECT AUDIO

Next decide how you will join the audio portion of the meeting.

- Select the Phone Call Tab and use a cell phone or landline to connect to the audio portion of the meeting.
- Option 2 (which is RingCentral Default) is to connect via Computer Audio. *We recommend a headset with microphone for best results.*

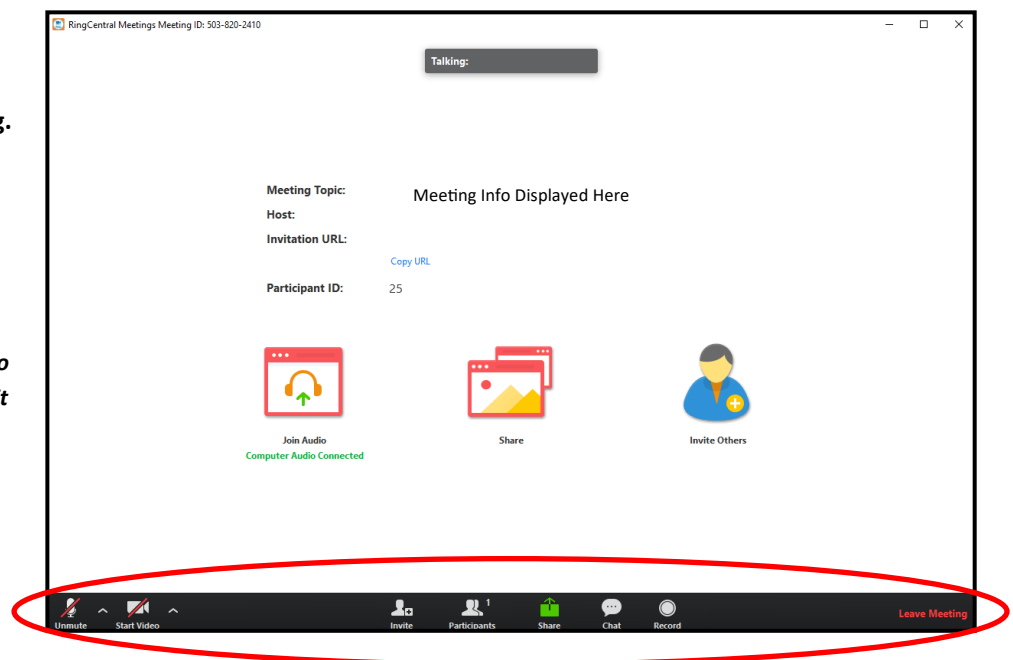


Step 5) MEET!

You are now connected to the meeting.

All user controls appear at the bottom of the window. You can:

- Mute yourself
- Share webcam video *(Usually turned off by default as we do not use the webcam feature often as it is bandwidth intensive)*
- See participants list
- Share your screen
- Chat
- Record
- Leave the Meeting

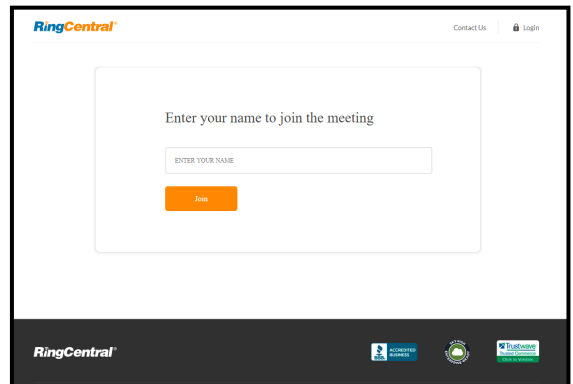


STEPS IF JOINING FROM A WEB BROWSER:

NOTE:

Joining via a web browser is a last resort, and PFMC recommends downloading the application.

Joining from a web browser has limited features. You will see others screens and can dial into the meeting to listen via telephone. However, you will not have a hand raise function, be able to share your screen, or join via computer audio.



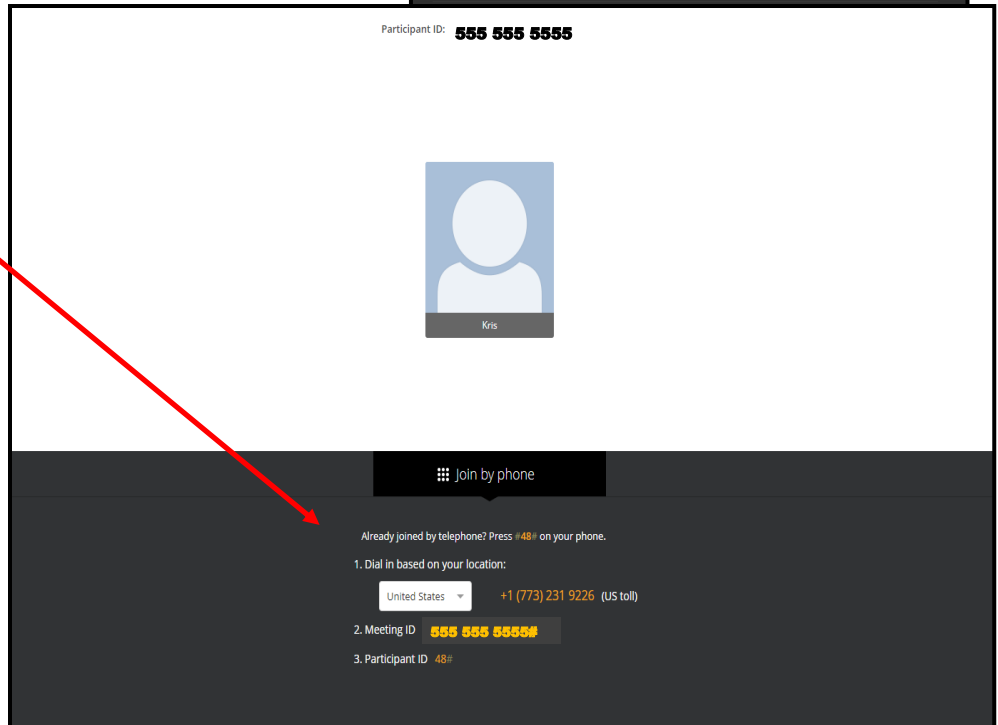
Step 3) LAUNCH

Enter your name to join the meeting, then select JOIN.

Step 4) CONNECT AUDIO

Dial into the meeting by following the instructions on the bottom of the page.

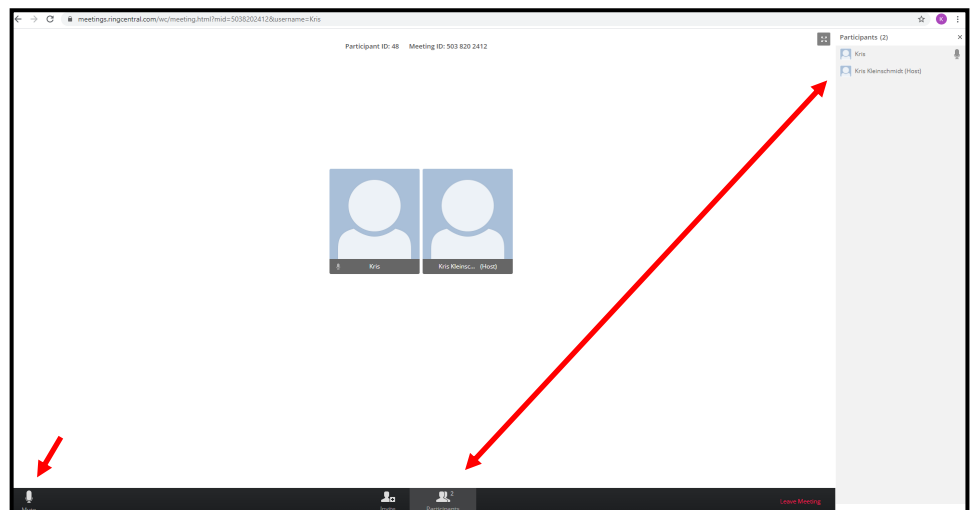
- Dial phone number
- Enter Meeting ID followed by #
- Enter Participant ID followed by #



Step 5) MEET!

Once connected to audio your screen will now display a participants list, and if the host is sharing their screen you will see it here as well.

You can mute yourself via the button on the bottom left corner, or on the phone directly.



DIALING IN VIA TELEPHONE ONLY:

If you cannot join via a computer / tablet / smartphone, you may still listen into a meeting by using a telephone to dial into the meeting.

1) Dial meeting phone number provided 2) Enter Meeting ID when prompted 3) It will ask for your participant ID, since you will not have one, simply wait to be connected. You will be able to hear the meeting and speak. However, you will show up on the participant list as the phone number you dialed in on. Since most meetings mute participants and utilize the hand raise function to ask questions/participate you will not have the ability in most cases to talk, so please think of the telephone only method of joining as a listen only feature.