


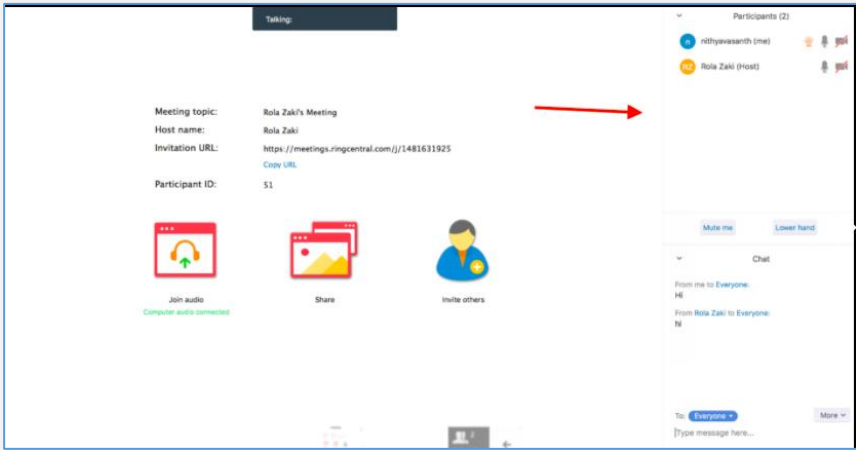
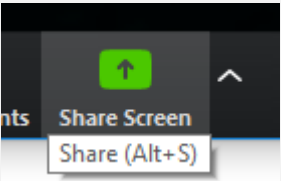


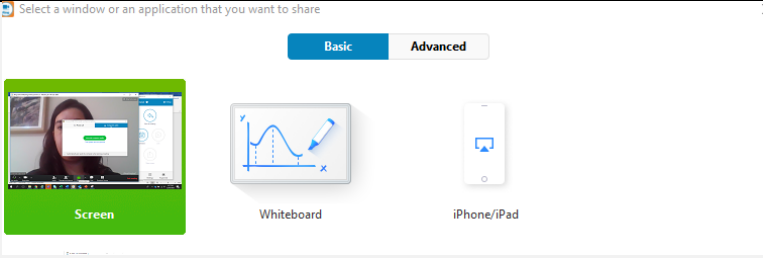
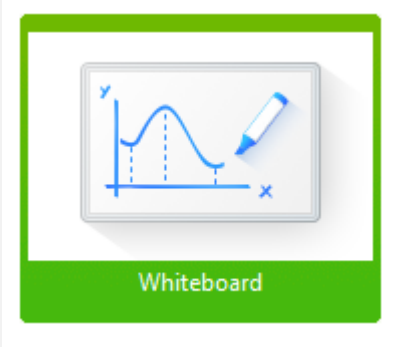
How to access your remote class using RingCentral meeting

Item	Detail
Purpose	<p>The purpose of this guide is to provide instructions on how to access your remote class using RingCentral meeting.</p> <p>Important: You will receive an email from your teacher with a link to your remote class. Make sure you check your UTS email account before each class.</p>

Joining your remote class	
Open email from teacher	<p>To join your remote class, click the join from PC, MAC, Linux, iOS or Android link in the email from your teacher.</p> <div data-bbox="422 969 1254 1229" style="border: 1px solid black; padding: 10px;"> <p>Hi there,</p> <p>Bob Dink is inviting you to a scheduled RingCentral meeting.</p> <p>Topic: Bob Dink's Meeting Time: Mar 22, 2020 10:20 AM Canberra, Melbourne, Sydney</p> <p>Join from PC, Mac, Linux, iOS or Android: https://meetings.ringcentral.com/j/1481021245</p> <p style="text-align: right;">Meeting ID: 1481021245</p> </div>
Downloading the RingCentral app	<p>Depending on your default web browser, you will be prompted to open and download the RingCentral app.</p> <div data-bbox="422 1404 1244 1800" style="border: 1px solid black; padding: 10px;"> <p>Your meeting should start in a few seconds...</p> <p>If RingCentral Meetings does not run in a moment, Download & run RingCentral Meetings. Then click here to join the meeting.</p> <p>If you cannot download or run the application, join from your browser.</p> <hr/> <p>Sign up for a free RingCentral Meetings account today.</p> </div> <p>Follow the prompts.</p>

	<div data-bbox="424 192 1254 609" data-label="Image"> <p>Click RingCentralMeetingsInstaller.pkg Then refresh this page to automatically join the meeting.</p> <p>If there are no browser prompts, try again.</p> <p>If you cannot download or run the application, join from your browser.</p> <p>Click RingCentralMeetingsInstaller.pkg Then refresh this page to automatically join the meeting.</p> </div> <p data-bbox="424 678 1102 712">Once the download is done, Run the installation file.</p>
<p data-bbox="204 779 368 846">Joining the meeting</p>	<p data-bbox="424 792 1437 826">Once your teacher has started the meeting, click Join with Computer Audio.</p> <div data-bbox="424 842 1209 1339" data-label="Image"> <p>Join Audio</p> <p>Join with Computer Audio</p> <p>Test Speaker and Microphone</p> <p><input type="checkbox"/> Automatically join audio by computer when joining a meeting</p> </div> <p data-bbox="424 1352 922 1386">The following screen will be displayed.</p> <div data-bbox="424 1402 1273 1872" data-label="Image"> <p>Meeting topic: [redacted]</p> <p>Host name: [redacted]</p> <p>Invitation URL: https://meetings.ringcentral.com/j/... Copy URL</p> <p>Participant ID: 51</p> <p>Join audio Computer audio connected</p> <p>Share</p> <p>Invite others</p> </div>
<p data-bbox="204 1944 379 2033">Using the RingCentral toolbar</p>	<p data-bbox="424 1957 1098 1991">At the base of the screen is the RingCentral toolbar.</p>

	 <ol style="list-style-type: none"> 1. Mute or unmute your microphone 2. Start or stop your video 3. See the list of your classmates in the meeting 4. Share your screen 5. Ask a question or exchange information with your teacher and classmates <p>Note: Some of these features may be locked by your teacher.</p>
<p>How do I ask a question?</p>	<p>To ask your teacher a question, click Participants on the RingCentral toolbar.</p>  <p>At the top of the pop-up, you will see Raise Hand. Click Raise Hand.</p> <p>You can also use Chat to exchange messages with your teacher and classmates.</p>
<p>Sharing your screen</p>	<p>Your teacher may ask you to show your work by sharing your screen.</p> <p>To share, click Share on the RingCentral toolbar.</p>  <p>Select the screen you want to share.</p>

	 <p>Click stop sharing when you are finished.</p>
<p>Using the whiteboard</p>	<p>Your teacher may ask you to write on the Whiteboard.</p> <p>To write on the Whiteboard, select Share.</p> <p>From the pop-up window, select Whiteboard and then select Share.</p>  <p>You will see a blank page with annotation tools at the top of the screen. Tap each tool to use it.</p> <p>Click stop sharing when you are finished.</p>
<p>Using breakout rooms</p>	<p>Your teacher may split you into groups using breakout rooms.</p> <p>To join the breakout room, select join breakout room.</p> 