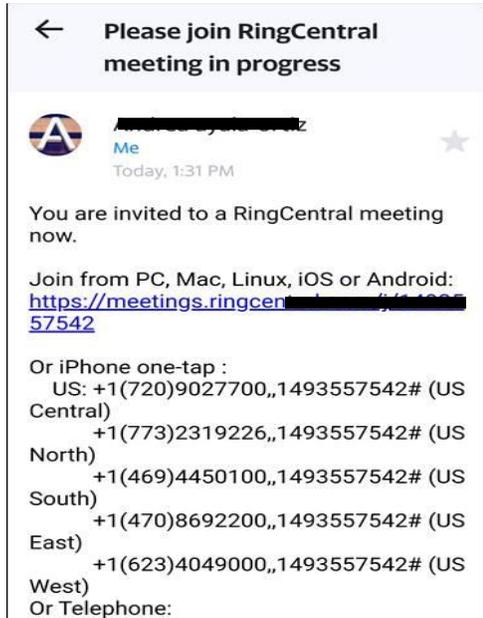


**How to download RingCentral Meetings application to view Online Classes.**

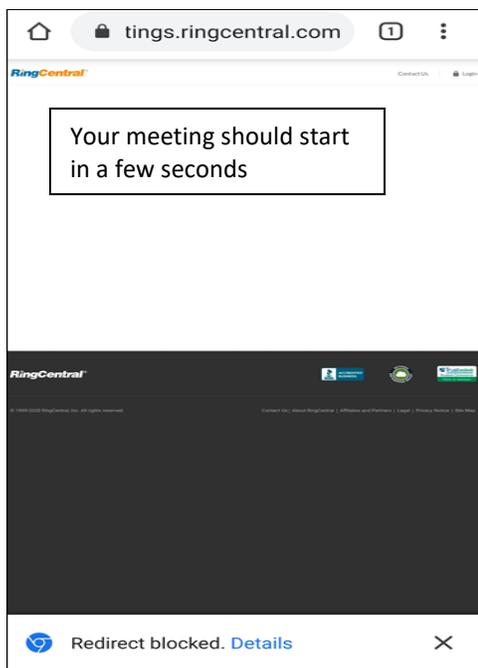
Clients will need to download RingCentral Meetings app. The invite will take client directly to the app.  
\*make sure clients click “Allow RingCentral to access microphone”

ABC will invite the CLIENT by sending an email with a meeting ID.  
CLIENT needs to open his/her email and find the meeting link.  
The client will see the following steps to download the app, and join the meeting:

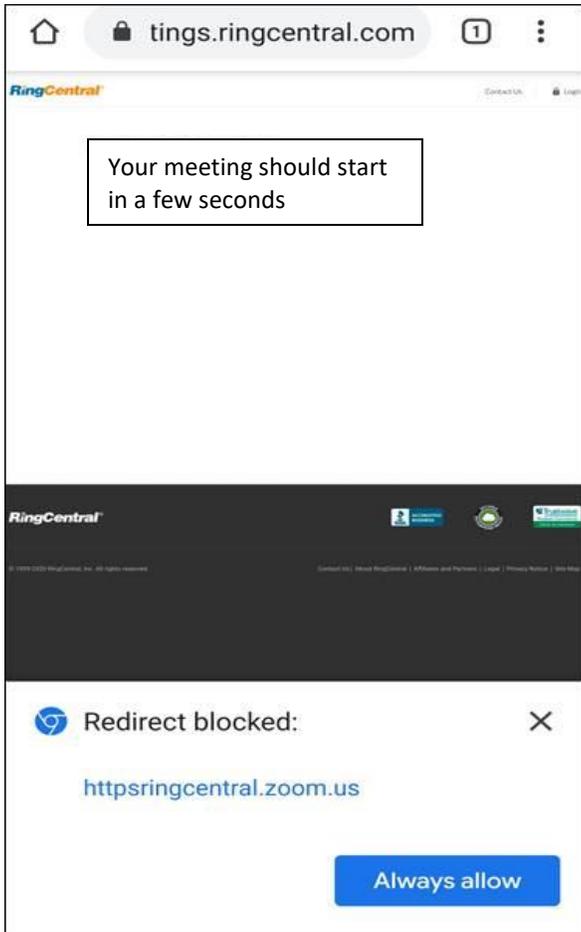
**Email from Counselor to client.** Client to click on underlined link.



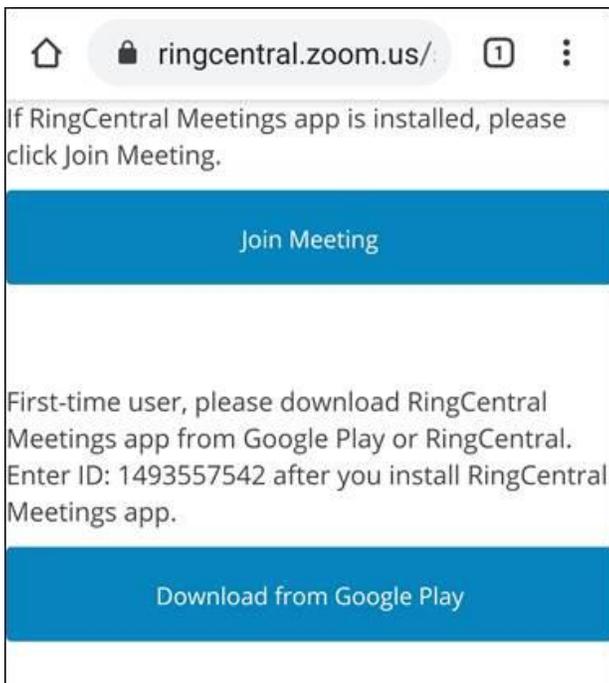
**Link opens, and says the “meeting should start in a few seconds”**



The link does not open; client should click on the “Always allow” at bottom of screen.



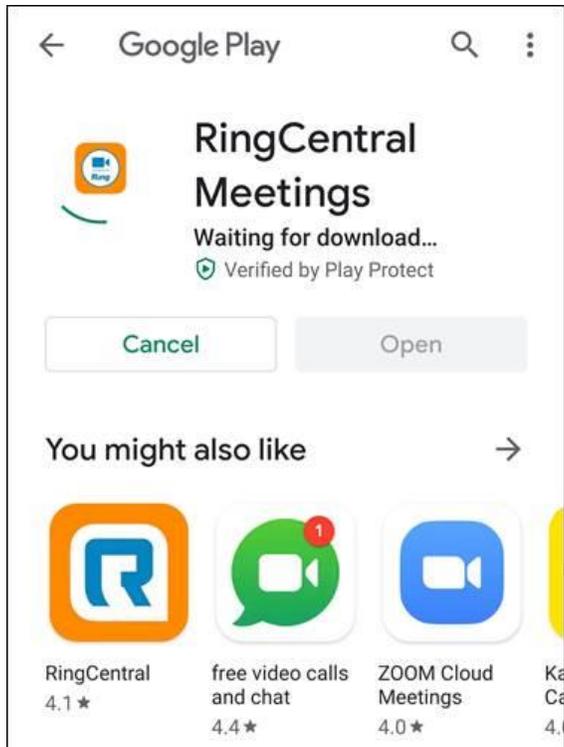
Click on “Download from Google Play”



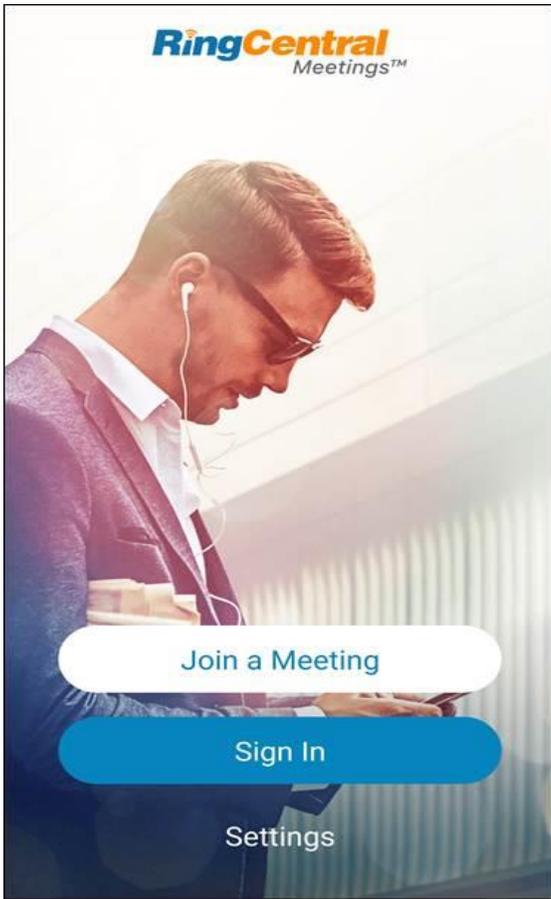
Click on "Install"



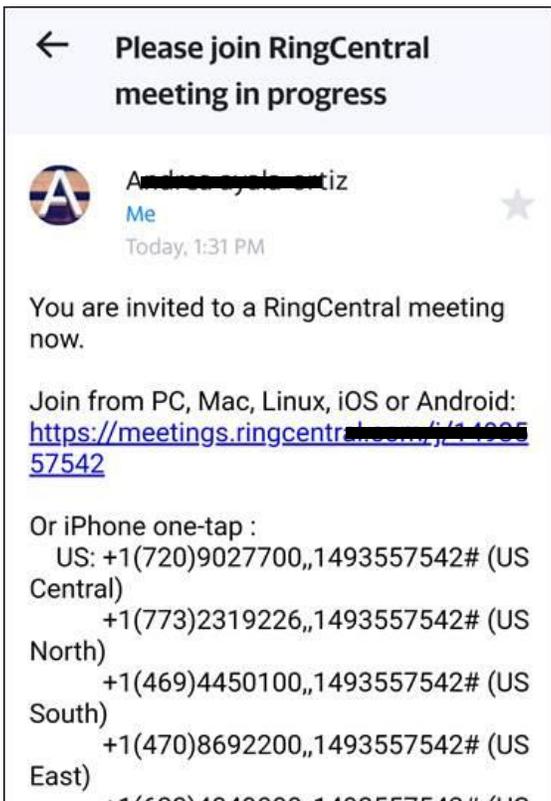
Wait for app to download



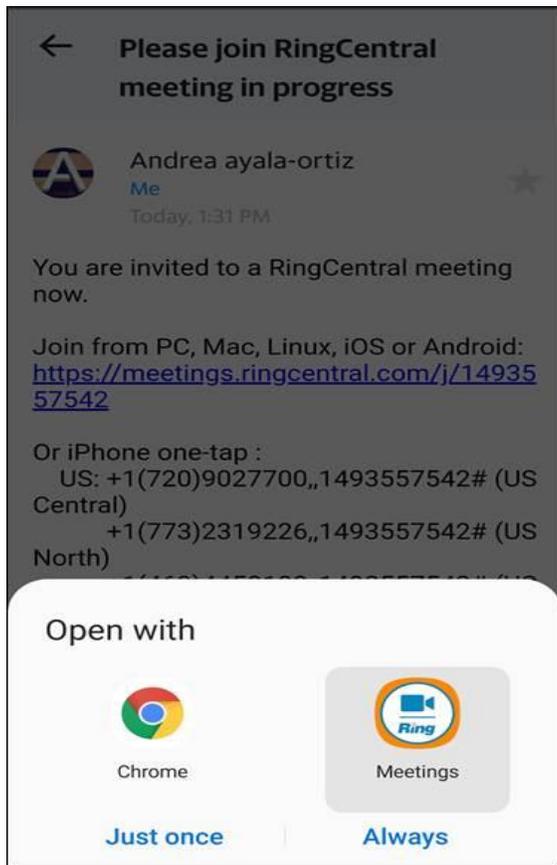
New window opens. Client can go back to original email to click on link again.



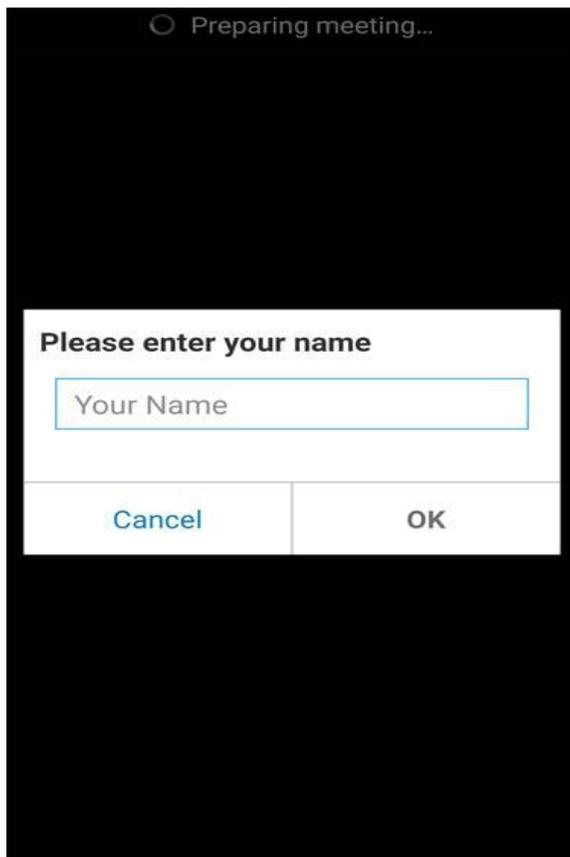
Click on underlined link to open meeting.



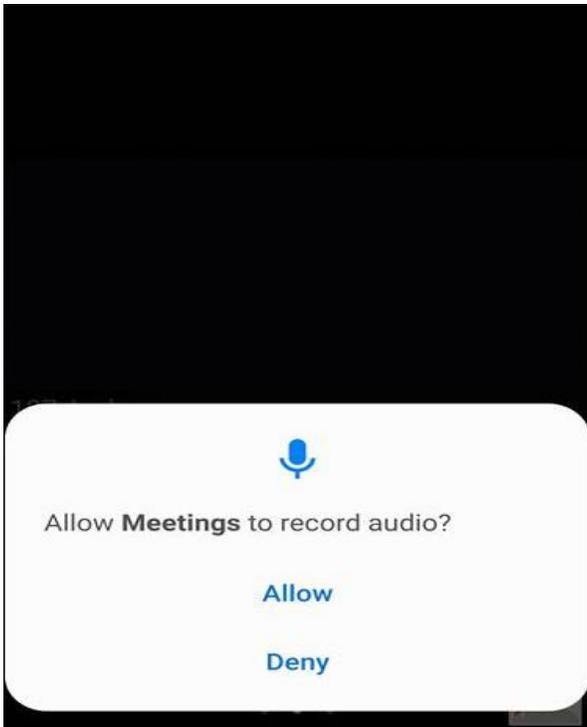
Open the meeting with "RingCentral Meetings"



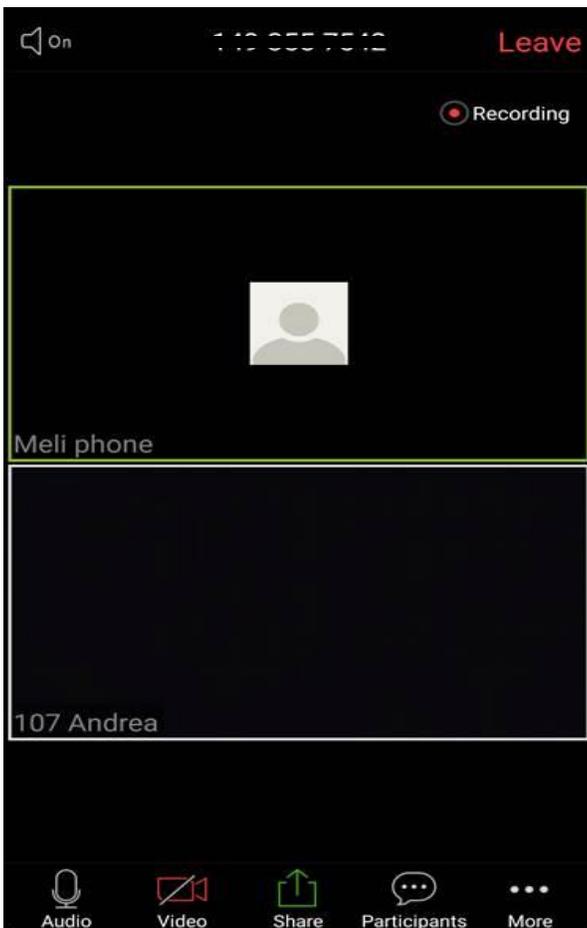
Client should type in his/her name, and click OK.



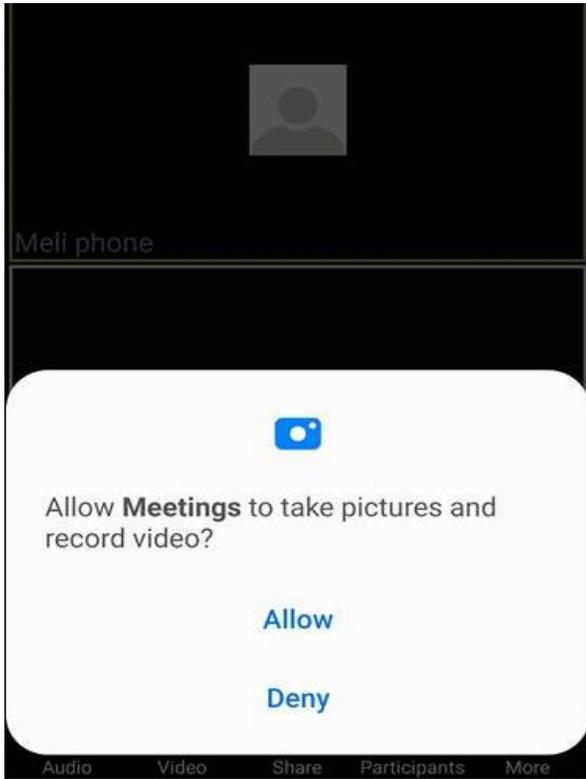
“Allow” meetings to record audio.



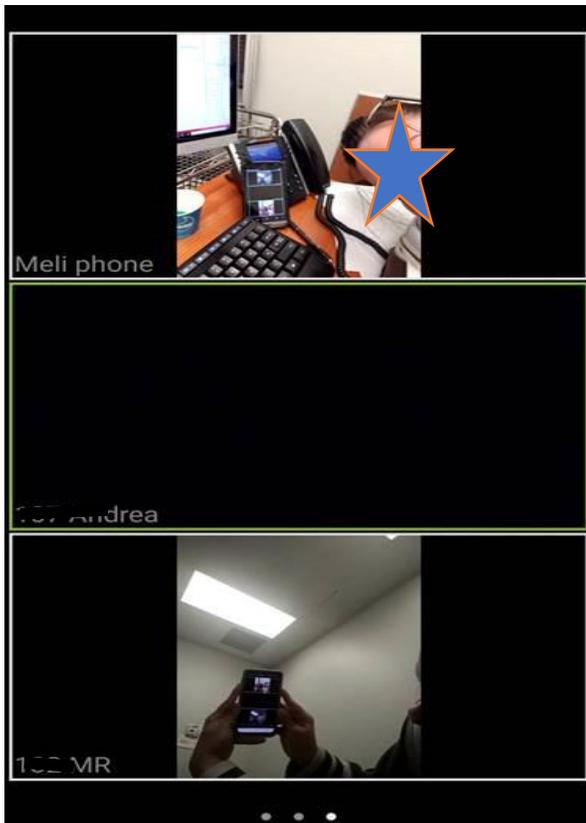
If the screen opens, but cannot see person, click on red Video at bottom.



“Allow” meetings to record video.



Various people will have joined in the same meeting.



When the Survey is complete, and there are no questions click on “Leave Meeting”.