UTS College | UNIVERSITY OF TECHNOLOGY SYDNEY

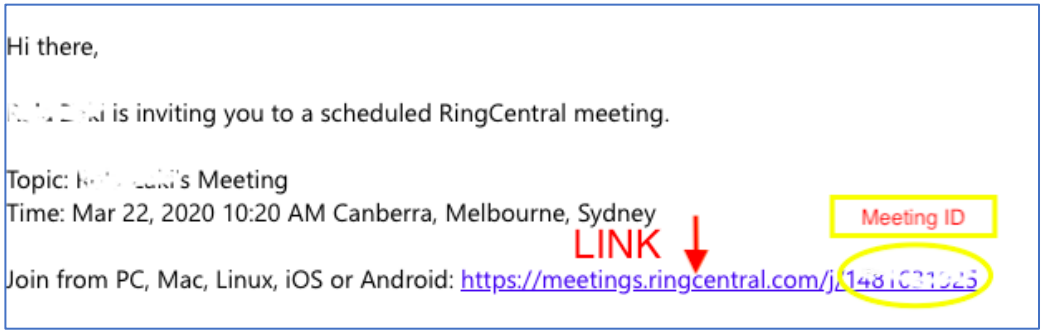
How to access your remote class using RingCentral meeting

Item	Detail
Purpose	The purpose of this guide is to provide instructions on how to access your remote class using RingCentral meeting. **Important:** Your 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.

Joining your remote class

Open email from teacher

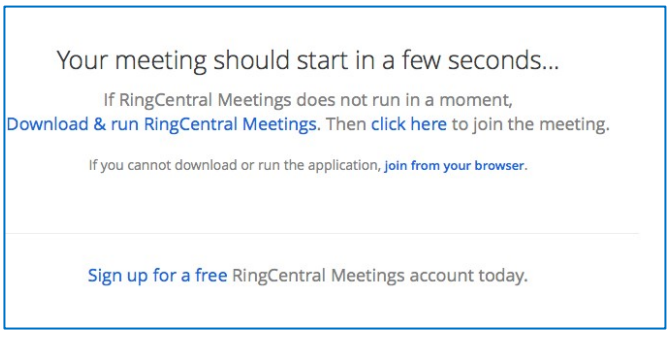
To join your remote class, **click** the join from PC, MAC, Linux, iOS or Android link in



the email from your teacher.

Downloading the RingCentral app

Depending on your default web browser, you will be prompted to open and download the RingCentral app.



Follow the prompts.

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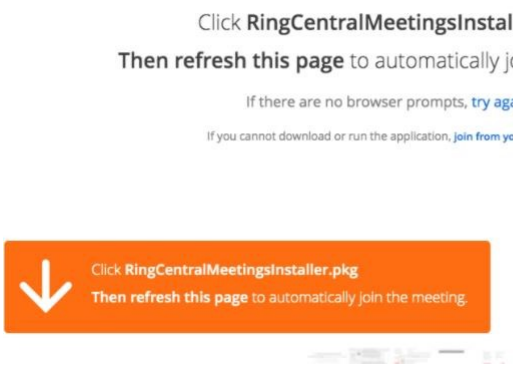
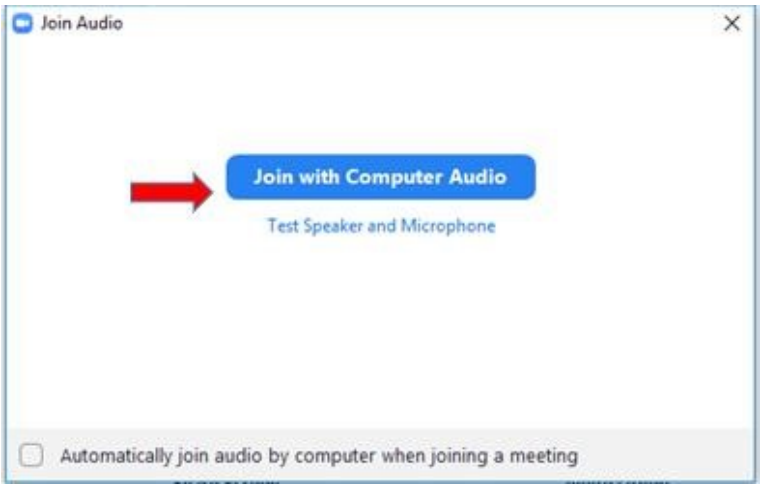


Once the download is done, Run **the installation File**

Join The meeting

Once your teacher has started the meeting, Click **Join with computer audio**



The following screen will be displayed

Using the ring central toolbar

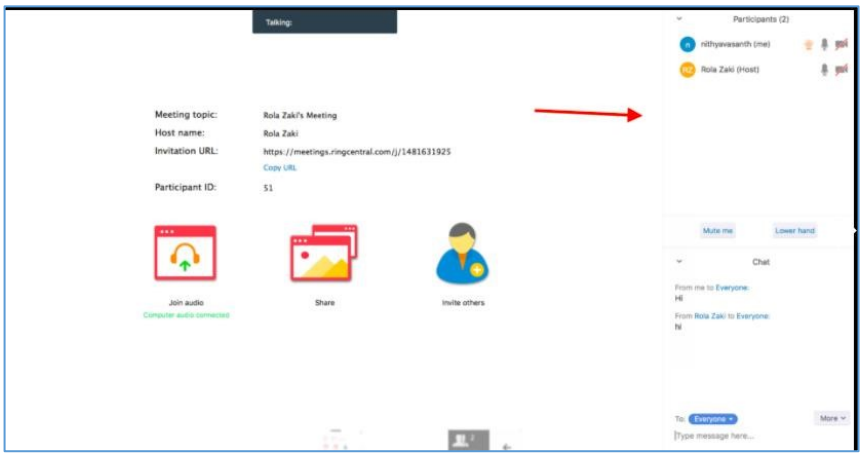
At the base of the screen is the RingCentral toolbar.

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

Note: Some of these features may be locked byyour teacher.

How do I ask a question?

To ask your teacher a question, click **Participants** on the RingCentral toolbar.



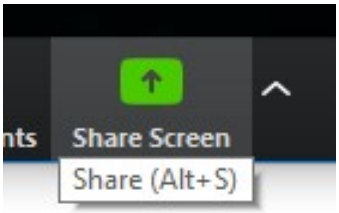
At the top of the pop-up, you will see Raise Hand. Click **Raise Hand**.

You can also use **Chat** to exchange messages with your teacher and classmates.

Sharing your screen

Your teacher may ask you to show your work by sharing your screen.

To share, click **Share** on the RingCentral toolbar.



Select the screen you want to share.

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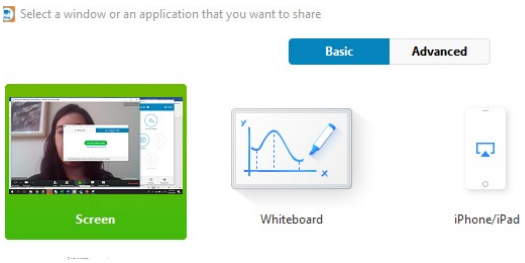


Click **stop sharing** when you are finished.

Using the whiteboard

Your teacher my ask you to write on the Whiteboard.

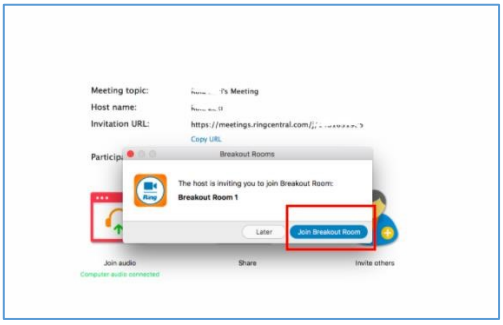
To write on the Whiteboard, select **Share**.

From the pop-up window, select **Whiteboard** and then select **Share.**

You will see a blank page with annotation tools at the top of the screen. Tap each tool to use it.

Click **stop sharing** when you are finished.

Using breakout rooms

Your teacher may split you into groups using breakout rooms.

To join the breakout room, select **join breakout room**.