



# RingCentral Scheduler Outlook Add-in

Installation and User Guide  
**v1.0**

RINGCENTRAL.COM

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# Introduction

## About RingCentral Scheduler

The RingCentral Scheduler Outlook add-in makes scheduling either RingCentral Video or RingCentral Meetings sessions in Outlook easy. With this Outlook add-in, you will be able to schedule a meeting for both RingCentral Meetings and RingCentral Video.

While scheduling a meeting, the meeting settings may be different depending on the video service you have selected. To get started with the RingCentral Scheduler Outlook add-in, you must have access to video meetings.

### **What are the features of RingCentral Scheduler add-in**

- A one-time login requirement to your RingCentral account.
- Auto-generation of email invite.
- Configurable meeting and security options.
- Automatic sync of scheduled meetings across all other platforms, such as RingCentral app.

# System & Environment

## System Requirements:

- Windows 7 32 & 64 bit
- Window 8 32 & 64 bit
- Window 10 32 & 64 bit
- macOS v10.10 Yosemite, or later versions

## Outlook Version Requirements

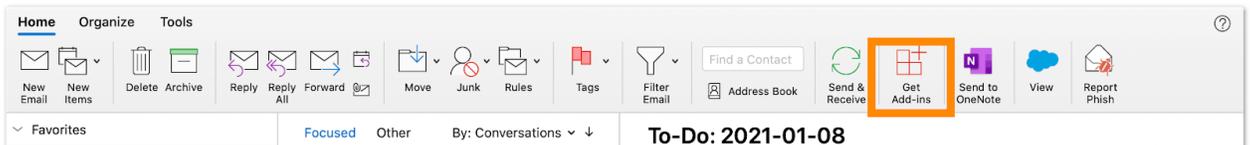
Office Add-ins run across multiple versions of Office. The following table lists the build or version numbers for different types of Office applications.

Office 2013 on Windows* (one-time purchase)	Office 2016 on Windows* (one-time purchase)	Office 2019 on Windows* (one-time purchase)	Office 2021 or later on Windows* (one-time purchase)	Office on Windows (subscription)	Office on iPad (subscription)	Office on Mac (both subscription and one-time purchase Office on Mac 2019 and later)	Office on the web	Office Online Server
Build 15.0.4855.1000 or later	Build 16.0.4390.1000 or later	Build 16.0.1252.7.20720 or later	Build 16.0.1432.6.20454 or later	Version 1602 (Build 6741.0000) or later	1.22 or later	15.20 or later	After January 2017	Version 1608 (Build 7601.6800) or later

# Installation

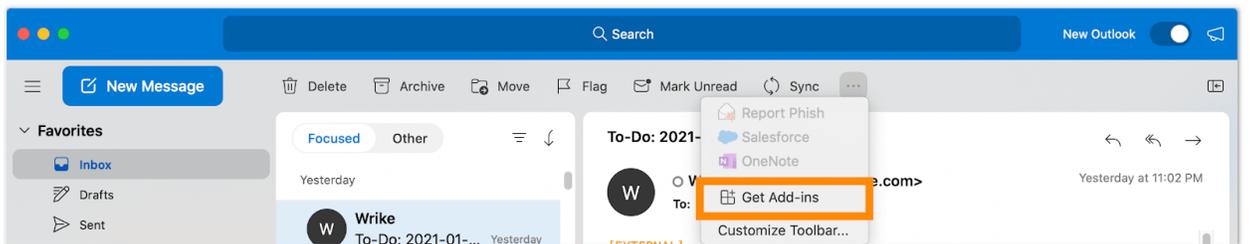
How to install RingCentral Scheduler in Outlook as user

1. Open the Outlook desktop or web app.
2. If you're using the new Outlook UI, click the ellipsis icon in the top bar, then select Get Add-Ins

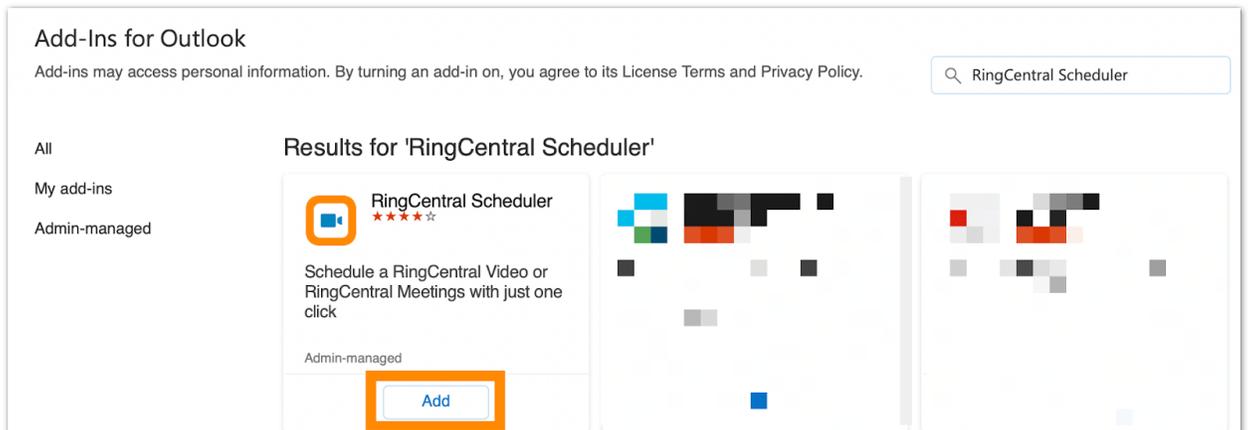


OR

If you're using the old Outlook UI, click Get Add-Ins at the top of the app.



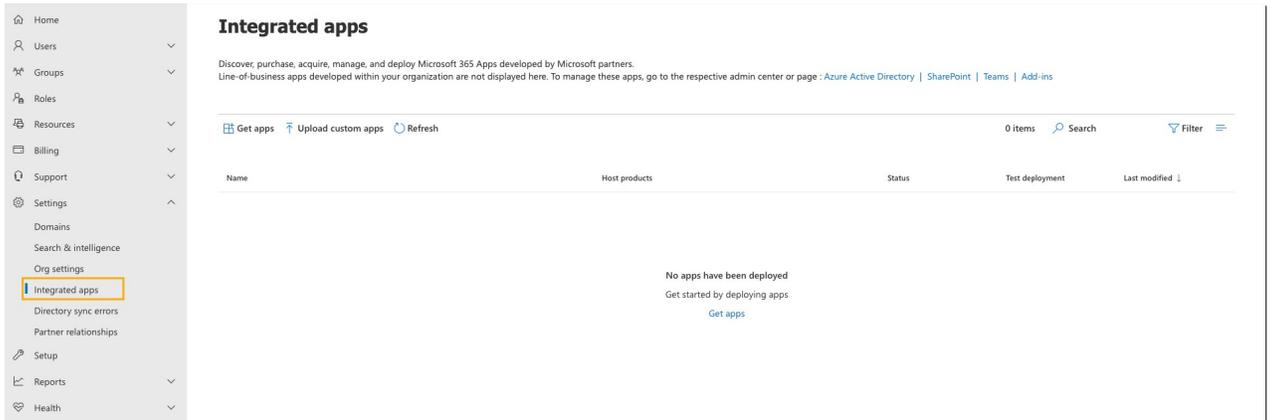
3. Search for RingCentral Scheduler in the search bar at top right.
4. Click Add underneath the app.



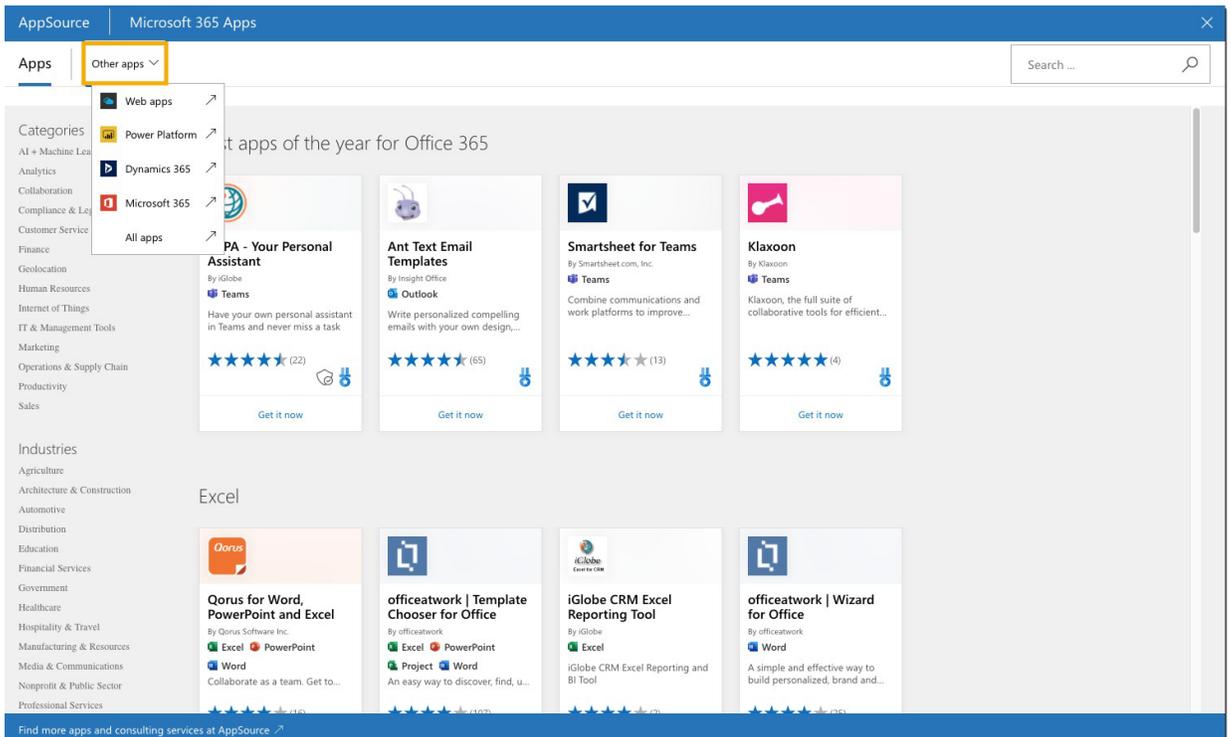
Once you've added the RingCentral Scheduler, you can schedule your RingCentral Video sessions directly within Outlook.

# Deploying for other users using the add-in store from Office 365 admin center

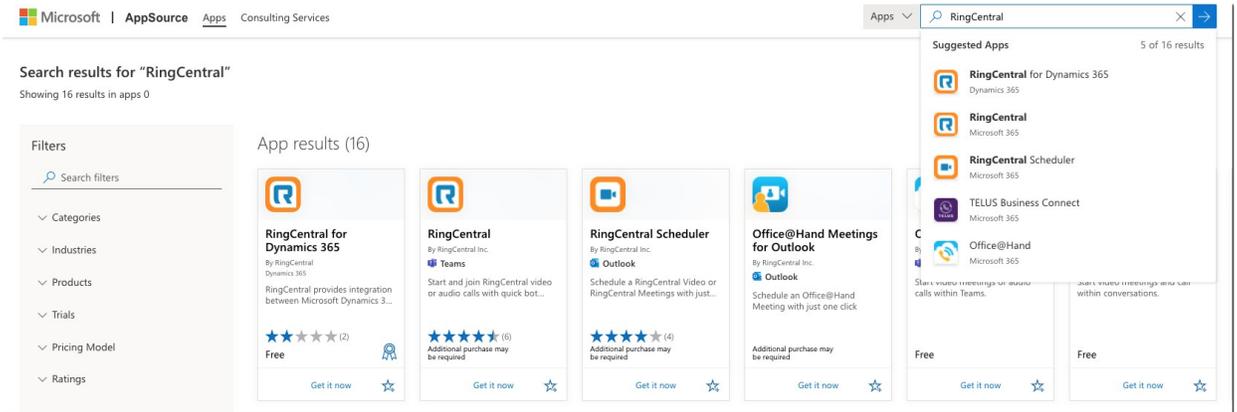
1. Sign in to Microsoft Office 365 with your admin account.
2. In the navigation menu, choose Settings > Integrated apps.



3. Click Get Apps.
4. Select Other Apps.



## 5. Search for RingCentral.



6. Select RingCentral Scheduler and click Get it now.
7. Complete required info in the resulting window, and then click Continue.

Note: After deployment, Outlook add-ins can take up to 12 hours to become available to the users.

When you're selecting the Deployment Method, you'll have access to the following options:

- Fixed: Makes the add-in mandatory and a user will not have access to remove it
- Available: The user can install it manually by going to the add-ins store
- Optional: The add-in will automatically install to the assigned users but they can remove it at any time

## Installing RingCentral Scheduler for On-Premise Exchange Microsoft accounts

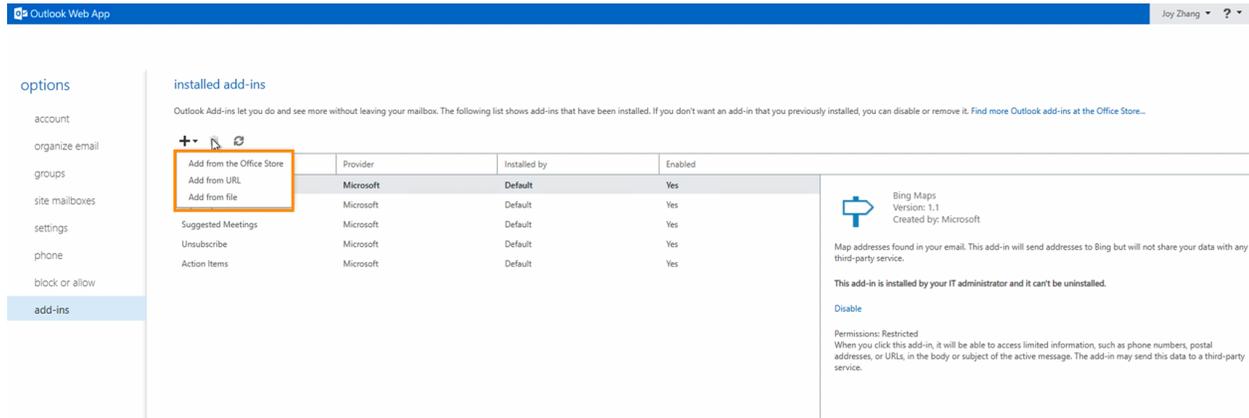
On-Premise Exchange accounts indicate that Exchange server(s) are kept on-premises. You can install the RingCentral Scheduler add-in for your organization using the Exchange Admin Center (EAC) or the Exchange Management Shell.

Note: RingCentral Scheduler supports On-Premise Exchange 2013, 2016, and 2019.

### How to install the add-in via EAC:

1. In the EAC, navigate to Organization > Add-ins.
2. Click New +, and choose where you want to install the add-in from:
  - Add from the Office Store
  - Add from URL

- Add from file



3. Click Save.

### Where to add the add-in

- Add from the Office Store: At the Office Store, select the app you want to install, and then click Add. Apps that work with the Outlook web app are listed under Add-ins for Office and SharePoint > Outlook.
- Add from URL: In the URL, enter the full URL for the add-in manifest file that you want to install.

This is the add-in manifest file link:

["https://apps.ringcentral.com/integration/office-add-ins/prod/rc/manifest.xml"](https://apps.ringcentral.com/integration/office-add-ins/prod/rc/manifest.xml)

- Add from file: Select Browse and navigate to the location of the add-in manifest file that you want to install. You can use the manifest link above to generate the manifest file. Open the link on any browser. From the browser body window, right-click and select Save As....

### How to install add-in via Exchange Management Shell

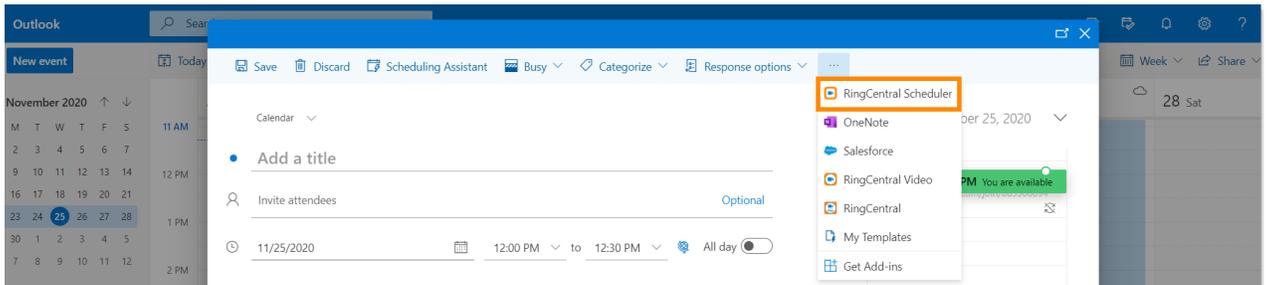
You can install the add-in by inputting either of the following commands:

- Add in from a URL: `"New-App -OrganizationApp -Url <https://apps.ringcentral.com/integration/office-add-ins/prod/rc/manifest.xml>"`
- Add in from a file: `"New-App -OrganizationApp -FileData <File location for add-in manifest file>"`
  - You can use the manifest link above to generate the manifest file. Open the link on any browser. From the browser body window, right-click and select Save As....

# Schedule Meeting

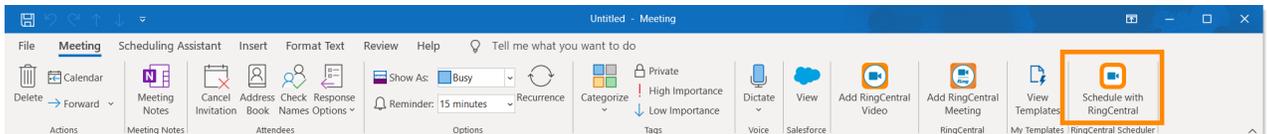
## How to schedule a RingCentral Video meeting in Outlook

1. Open the Outlook desktop or web app.
2. If you're using the new Outlook UI, hover your mouse over New Message at top left and select New Event.  
OR  
If you're using the old Outlook UI, click on New Items at top left and select Meeting.
3. Specify the title of the meeting, participants you'd like to invite, date, and the timeframe of the meeting.
4. If you're using the new Outlook UI, select the three-dot icon at the top bar and click RingCentral Scheduler.



OR

If you're using the old Outlook UI, select Schedule with RingCentral from the top bar.



5. Make any desired changes to the meeting settings, then select Update Meeting.
6. Select Send to send the email.

## How to configure RingCentral Video settings

You'll find the following RingCentral Video settings when scheduling your meeting using RingCentral Scheduler:

### Schedule on behalf of

There may be situations where someone in your company would like you to schedule a meeting on their behalf. If you want to schedule a meeting for someone else, they must first assign you as a delegate in their RingCentral Video settings as well as their Outlook calendar.

If you schedule a meeting for someone else, that meeting will appear in the other person's calendar, and they will become the host of that meeting when they join.

When you set someone else as a delegate to schedule your meeting, they can:

- Schedule a meeting on your behalf.
- Manage your calendar if they have permission

### **Setting a delegate to schedule a meeting on your behalf in Outlook Scheduler**

1. Open the Outlook desktop or web app.
2. Navigate to Calendar.

Outlook

New event

July 2021

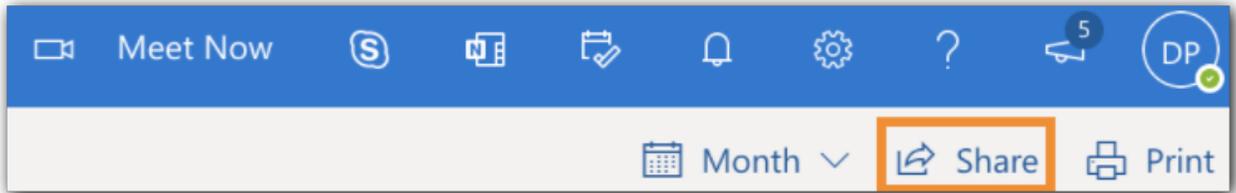
S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Add calendar

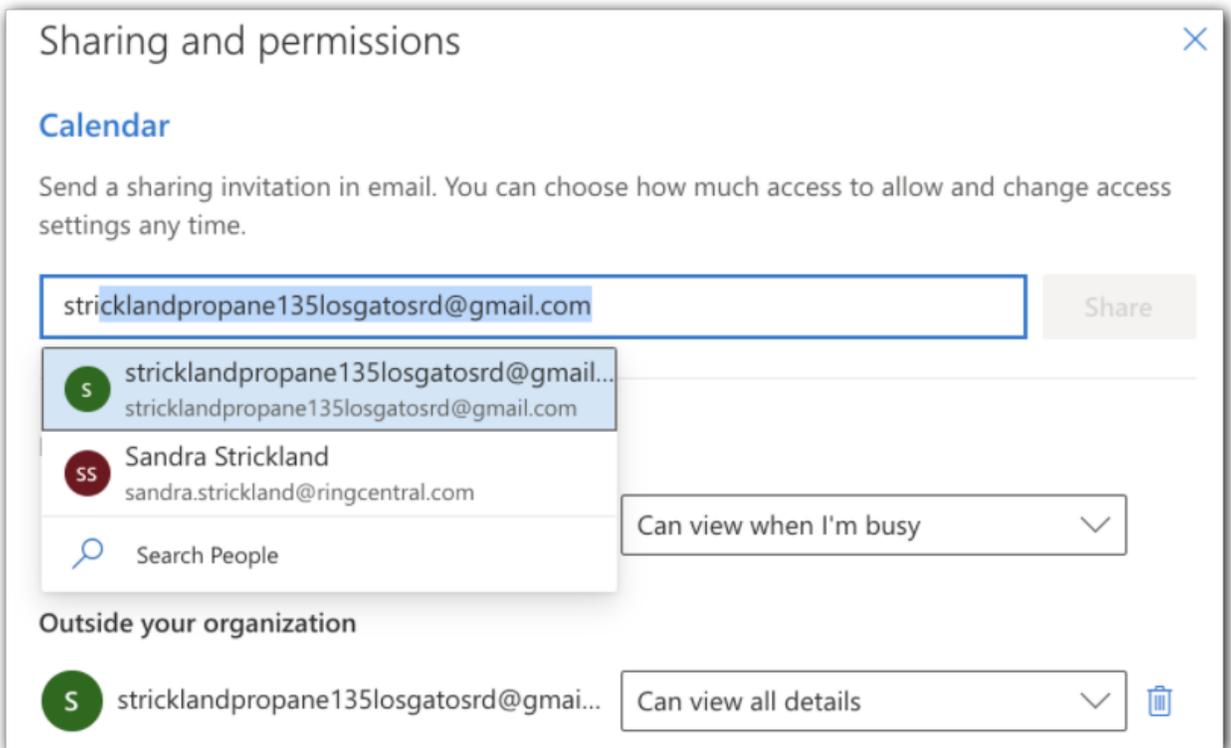
My calendars

- Calendar
- United States holidays
- Birthdays

3. At the top of the page, click Share.

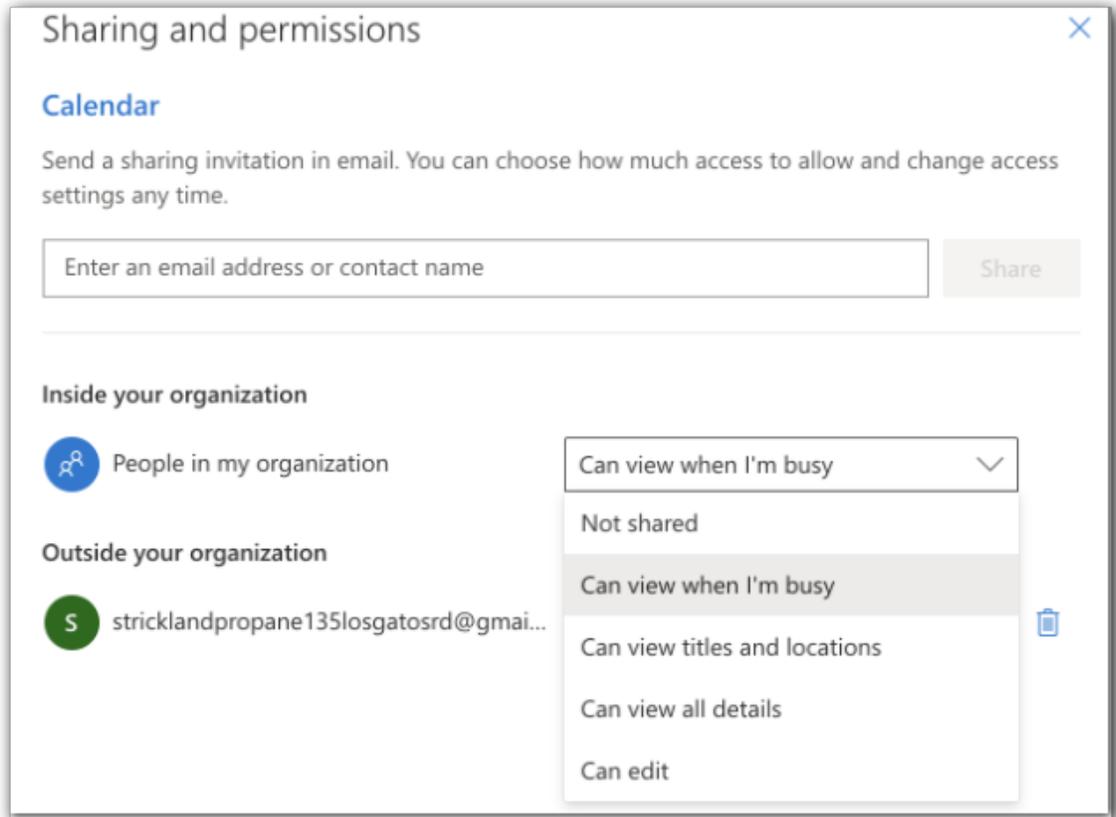


4. Type the name or email address of the person you want to share your calendar with. You can share your calendar with more than one person, but you can only add one person at a time.

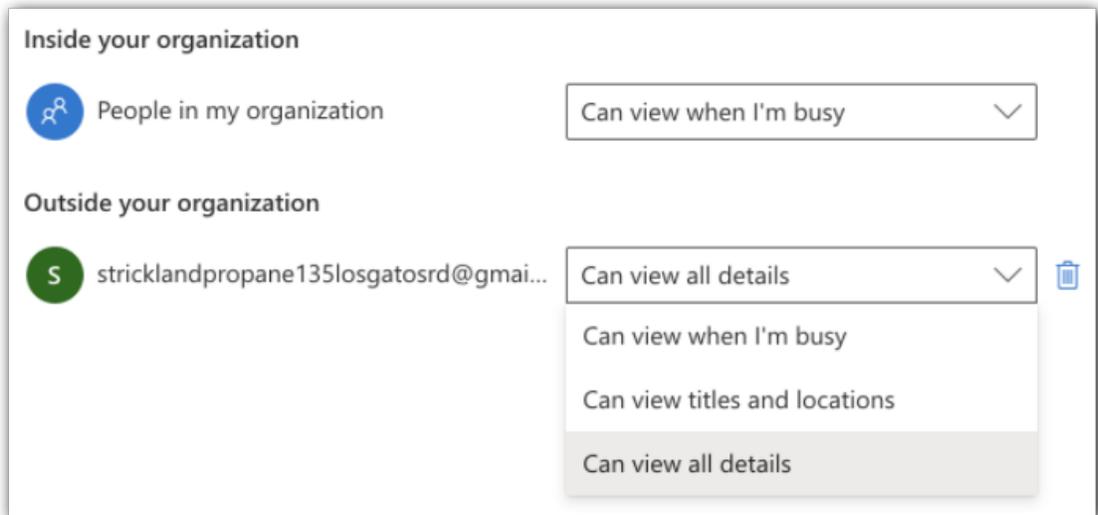


After you've added the person you want to manage your calendar, select the dropdown list next to their name, and choose the access you want them to have. You can change access settings at any time. To remove a delegate, click the trash icon on the right of their name.

- Inside your organization: Options include Not shared, Can view when I'm busy, Can view titles and locations, Can view all details, and Can edit.



- Outside your organization: Options include Can view when I'm busy, Can view titles and locations, and Can view all details.

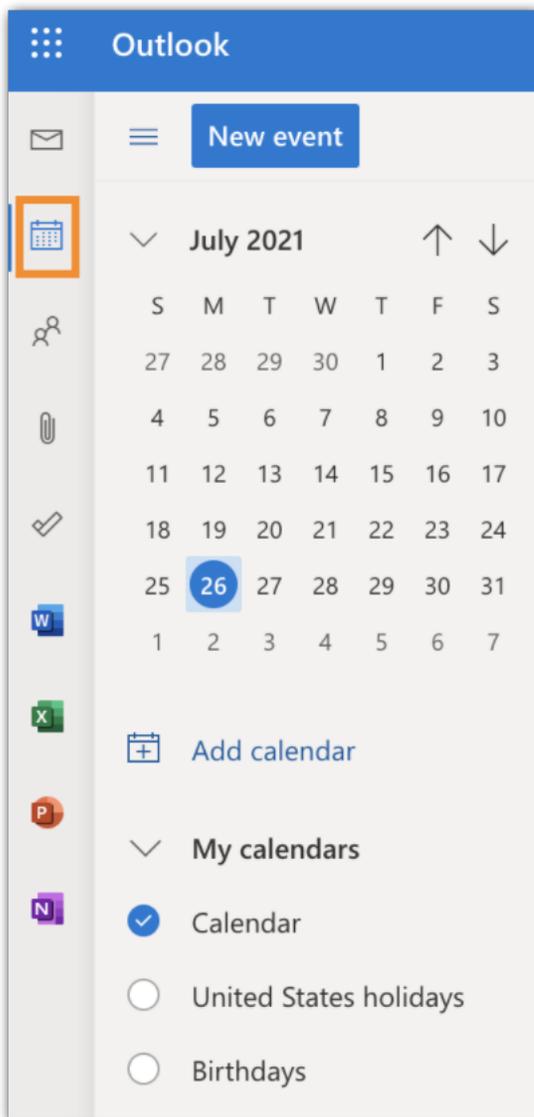


## **Scheduling a meeting for someone else**

Once you have been set as a delegate to set a meeting for someone else's calendar, you can schedule meetings on their behalf via the RingCentral Outlook Scheduler. It's just like setting up a meeting on your own calendar, but you select their calendar when creating the meeting.

Note: When you send the meeting invitation, it will show that it's from you on the calendar owner's behalf.

1. Open the Outlook desktop or web app.
2. Navigate to Calendar.
3. Note: Make sure that you've added the calendar of the person you'd like to set a meeting for, or else, it won't show up in your list of calendars.



4. Click New event at the top.
5. Select someone else's calendar. You will only see calendars added to your calendar list that you have delegate permissions.
6. Fill out the rest of the fields as needed.
7. Send the meeting request.

### **Use personal meeting ID**

Every meeting via RingCentral Video and RingCentral Meetings in the RingCentral app uses a meeting ID. A random ID is created whenever you start an instant meeting or schedule a meeting.

If you'd like to have a specific meeting ID, you can create your own Personal Meeting ID (PMI). This can help the participants associate the meeting to your name. It is also ideal to use when you meet with people regularly.

To learn more, visit [Using your Personal Meeting ID in the RingCentral app desktop and web](#).

Note: For RingCentral Video, a PMI consists of nine digits for RingCentral MVP accounts or 12 digits for RingCentral Video Pro and Pro+ users. A PMI for RingCentral Meetings has 10 digits.

### **Mute audio for participants**

Immediately mute participants when they enter the meeting. Keep in mind that participants can still unmute their audio at any point during the meeting.

### **Turn off camera for participants**

Immediately turn off the camera for participants when they enter the meeting. Keep in mind that they can still turn their camera on at any point during the meeting.

### **Use end-to-end encryption**

End-to-End Encryption (E2EE) is a feature that protects your video meeting content by making them accessible to participants only. With E2EE enabled, even if our RingCentral cloud is fully compromised, the attacker still won't be able to access your data.

With the End-to-End Encryption feature of the RingCentral app, you can:

- Ensure that only your participants can access meeting content.
- Manage the confidentiality of audio, video, and chat during the meeting.
- Protect your meeting contents even from service providers.

Anyone who has RingCentral login credentials will be able to join E2EE meetings. However, only users who belong to paid accounts can initiate E2EE meetings. This includes both free and paid users in those accounts. Scheduling and starting ad-hoc E2EE meetings are not available for free accounts.

Note: Users will not be able to join by telephone.

### **Require password**

Require a password to enter the meeting.

### **Set password**

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If you checked the Require password box, provide an alphanumeric password in this field or use the default option.

**Participants can only join after me**

Allows participants to only join once the host starts the meeting.

**Enable waiting room**

Allows the host to control when a participant joins the meeting. The host can set the waiting room to one of the following: Everyone, Anyone outside my company, or Anyone not signed in.

**Only authenticated users can join**

Allows only authenticated users to join your meeting. Options include Off, Signed in co-workers, and Signed in users.

**Only host & moderators can share screen**

Allows only the host and moderators to share their screen during the meeting.

## FAQs

The following is a list of frequently asked questions (FAQs) about the RingCentral Scheduler.

Visit [RingCentral Scheduler FAQ](#) to get the latest information.

## Support

For more help, visit [support.ringcentral.com](https://support.ringcentral.com) or call 1 (888) 528-7464.