



# Participant Quick Start Guide

# Types of meeting invitations

## Direct dial

The meeting host can dial-out to your conferencing endpoint directly, and you can answer the call to be placed live in the meeting immediately.

**Note:** Your site firewall must allow incoming calls to join a meeting this way. If it is not, have the host send you the meeting information and join via one of the options listed in the **Ways to Join a Meeting** section below.

## Email

Upon receiving a meeting invite, you have several options to join the meeting, including via browser, mobile app, phone or conferencing endpoint. See joining instructions below.

# Joining Meetings

After a chairperson schedules a meeting, each attendee receives an email invitation containing information on the various ways to join.

The meeting chairperson is required to enter their chairperson code to gain chairperson functionality.

## Join a Meeting from a Web URL or Calendar Invitation

If you are not logged in to the [my.rp1cloud.com](https://my.rp1cloud.com) Portal, you can join a meeting using a web URL from a chat message, calendar invitation, or email on your Windows or Mac computer.

### To join a meeting using a web URL via browser:

1. Click the **Click to Join Meeting** hyperlink in the meeting.
2. On the login page, enter your name and Chairperson Code (Optional). The Conference ID field should be pre-populated.
3. Click **Join Meeting**.
4. Configure your audio and video preferences, and click **Continue** to join the meeting.

# Join a Meeting from a Mobile Device

If you are joining a meeting from a tablet or smartphone, you connect to the meeting through RealPresence Mobile.

## To join a meeting from a mobile device:

1. On your device, tap the web URL in the meeting invitation or copy and paste the web URL into the address bar of your web browser.
2. On the login page enter your login credentials, including your full name, conference ID and the Chairperson or Guest code.
3. Tap **Join the Meeting**. A notification informs you that you can join the meeting using RealPresence Mobile.
4. Launch the RealPresence Mobile application.
  - If you already have the RealPresence Mobile application installed, tap Launch the application.
  - If you do not have the application installed, install it from the App Store or Google Play store. The application launches automatically after installation. For more information, visit the RP1Cloud [Mobile Application Quick Start Page](#).

Once the RealPresence Mobile application starts, it dials into the conference automatically.

# Contact

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