How to start a conference call

Eric Ruthenberg - 2021-07-20 - Comments (0) - Phones

For the complete article online, click here:
https://support.ringcentral.com/s/article/Conference-calling-from-your-online-account

1. On your RingCentral Online account, click the **Conference** icon.



2. On the Conference screen, you will see the Dial-In Number, Host code, and Participants code.

3. If you have international participants, you can **Select** the applicable countries under **International Dial-In Numbers**. The phone numbers will be added to the email invite.

4. Select **Enable join before host** if you want your participants to join the conference bridge before the host does. Otherwise, leave unchecked.

5. Click **Invite with Email**.

6. On the email invite, enter your participant's email addresses, then click **Send**.