



Virtual Space Tips and Recommendations

Technical Considerations and Setup

Please hold some time for yourself to setup your virtual and physical space.

RingCentral Meetings™ Overview

- Please download the RingCentral Meetings™ App, which is the HD video conferencing and screen sharing solution Maryland Philanthropy Network primarily uses.
 - [Download for PC Desktop App](#)
 - [Download for Android Phone App](#)
 - [Download for Mac Desktop App](#)
 - [Download for iOS Phone App](#)
- After downloading, test opening the app.
- If at all possible, we recommend using the Desktop or Phone App.
- We strongly recommend NOT using a browser, especially Internet Explorer, for RingCentral Meetings™ as not all functionality is available.
- Please position yourself in a setting that isn't distracting but communicates your whole person. We understand pets, partners, and children may be sharing your space. Dress comfortably. Wear what makes you, you.

Accessibility Recommendations

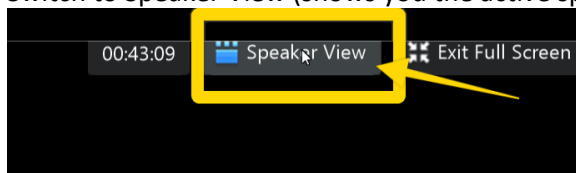
Please consider these technical adjustments you might be able to make so that those who are deaf and hard of hearing can participate fully. The more people that can make these adjustments, the better the experience will be for the group at-large.

- We encourage you to use a mic, headphones with a mic, and/or to sit in a small, quiet room.
- Please consider silencing notifications on your devices.
- We warmly invite you to join on video when you are actively speaking. Your video accompanied by your audio helps with lip reading and nonverbal communication.
- Please keep yourself muted when not talking.
- We often taking questions via chat to maintain clear audio. Speakers are instructed to verbally read questions aloud.

RingCentral Meetings™ How-To Tips

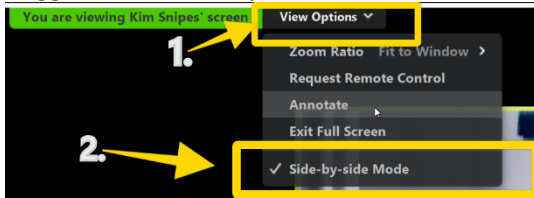
Adjust how others are displayed during screensharing:

Switch to Speaker View (shows you the active speaker)



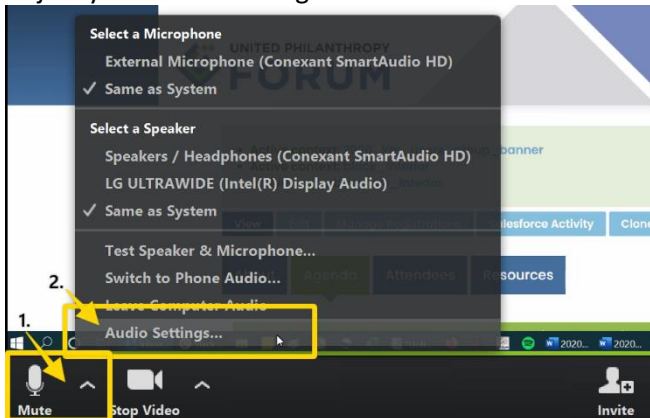
Continued

Toggle on/off Side-by-side Mode

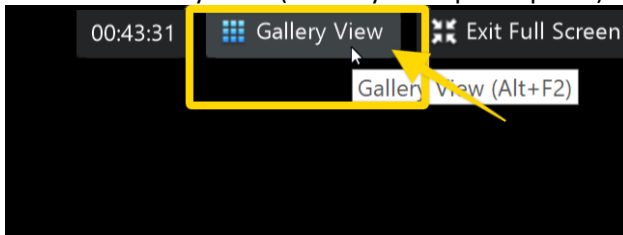


Adjust your own audio/video settings:

Adjust your Audio Settings here



Switch to Gallery View (shows you all participants)



Adjust your Video Settings here

