

RINGCENTRAL APP: ADDING CALLERS

Adding participants in an active call has never been easier when using the RingCentral app. The RingCentral app allows you to have up to nine people on any active call for a maximum of ten participants.

Follow these steps to add participants to your active call:

1. Click **+ Add**.
2. There are two ways for you to add participants to the call:
 - a. Type your preferred contact name or phone number. The RingCentral app automatically looks up people in your contacts list and displays a selectable list. You can also type the complete phone number and click **Dial**.
 - b. Click **Recent calls** and choose from the list of contacts.
3. Once the new call connects, click **Merge to conference** to add the participant.

NOTE: You can repeat the steps above to have up to ten (10) participants in the call, including yourself.

