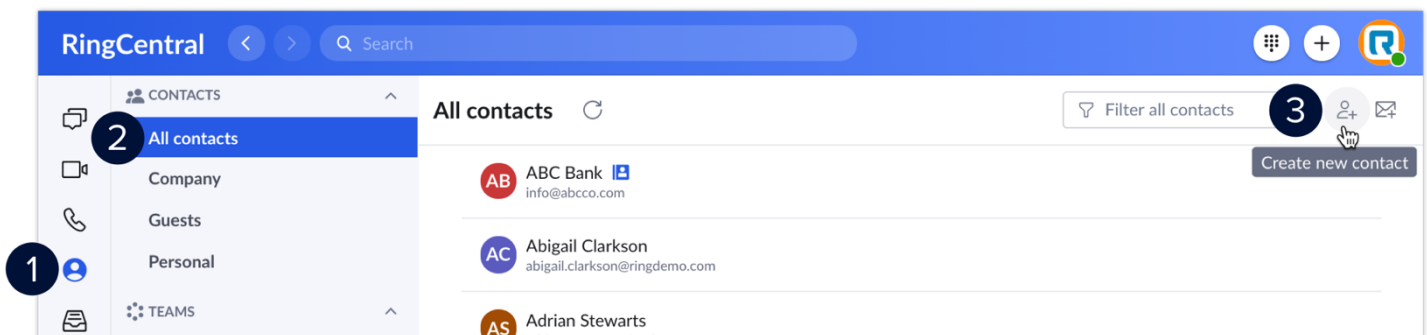


RINGCENTRAL APP: ADDING CONTACTS

Adding contacts in the RingCentral app is easy and straightforward, making connecting with clients and business partners a quick and painless experience. Follow these steps to learn how to complete this process:

1. Click **Contacts**.
2. Select **All contacts**.
3. Click **Create new contact**.
4. Complete the new contact's details.
5. Select your preferred contact source in the Source drop-down menu. You can choose to use your Microsoft or Google account as a contact source, if you have them synchronized with your RingCentral app.
 - a. Click **Expand** to enter additional contact details, like address, birthday, or webpage.
6. Click **Save** to finish.



The screenshot shows the 'Create new contact' form. The form is titled 'Create new contact' and has a red circle with the number '4' next to it. The form fields are as follows:

First name	Last name
Allen	Davis
Company	Title
ABC Company	Managing Director
Email	
adavis@abcco.com	
Phone number	Label
6157829123	Business

Below the form, there is a 'Source' dropdown menu with 'RingCentral (default)' selected, and a red circle with the number '5' next to it. At the bottom, there is an 'Expand' button (highlighted with a red circle 'a'), a 'Cancel' button, and a 'Save' button (highlighted with a red circle '6').