

RINGCENTRAL APP: STARTING AUDIO CONFERENCE CALLS

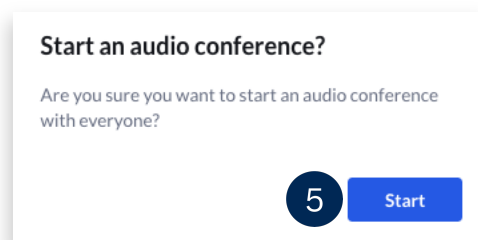
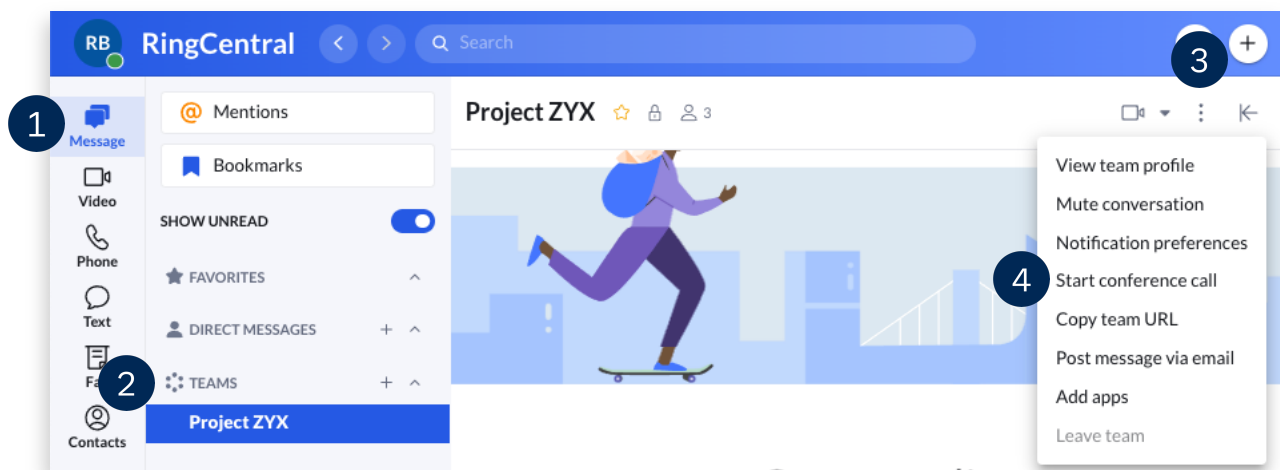
Conference calling is one of the key features within the RingCentral app. There are a few ways to start a conference call within the app, including the following:

1. Clicking **Start conference call** from the menu within a group or team conversation.
2. Converting a live call into a conference call via the dialpad.

STARTING CONFERENCE CALLS

You can start a conference call with all members of a team or group, while within the conversation.

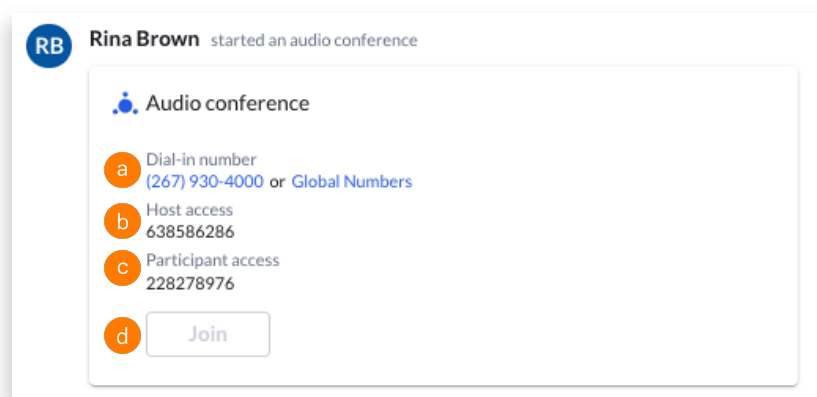
1. Navigate to the **Message** section via the side menu bar.
2. Select a group or team conversation via the conversation list.
3. Click **More**.
4. Click **Start conference call**.
5. Click **Start** in the popup window.



JOINING CONFERENCE CALLS

A message with options for joining the conference call appears when a conference call in a team or group starts.

- Dial-in number** – a regional or global number that members use to dial into the conference call.
- Host access** – the code the host (the person who starts the call) uses to dial into the conference call. Note that only the host can see the Host access code.
- Participant access** – the code the guests use to dial into the conference call. This is also used to identify which conference call they are joining.
- Join** – a button that appears in the group or team message that allows participants to instantly join the conference call.



CONVERTING LIVE CALLS INTO CONFERENCE CALLS

- While on a call, click + **Add**.
- Enter the name or number of the person to be added to the call.
- Once the third person answers, click **Merge to conference**.

Note: You can repeat steps 1-3 to add up to nine more participants, for a total of ten including the host.

