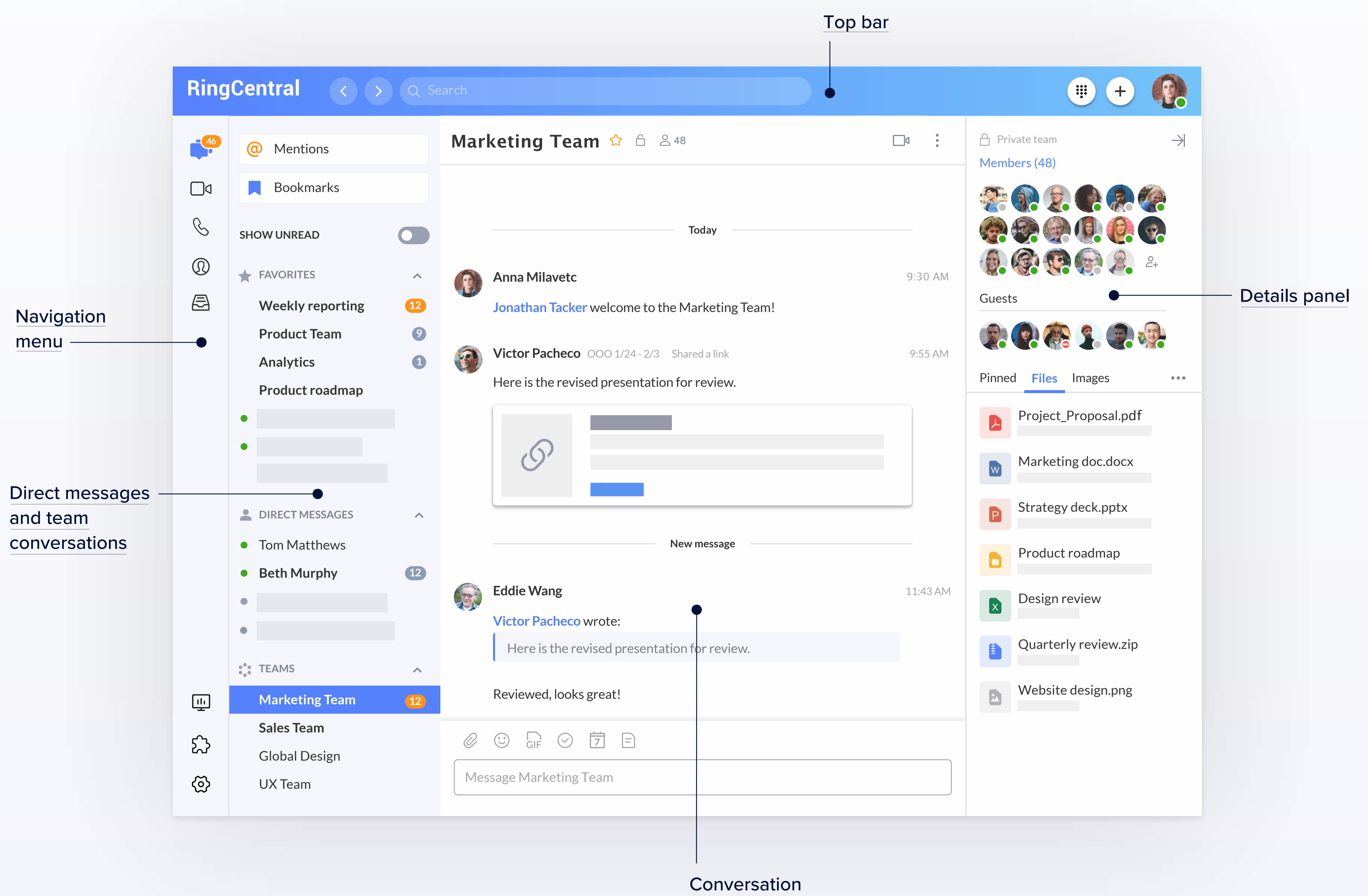


RingCentral app quick reference guide



Get to know the RingCentral app with this handy quick reference guide to walk you through everything it has to offer.



Navigation menu

- Message:** Send and receive messages to individuals or team conversations.
- Video:** Host, schedule, or join HD video meetings, access your recorded meetings or ones shared with you, and view upcoming video meetings.
- Phone:** View call history, voicemails, faxes, and SMS texts.
- Contacts:** Search colleagues, guests, and personal contacts.
- Settings:** Control settings for notifications, sounds, message, video, phone, contacts, and calendars, and view helpful keyboard shortcuts.
- Tasks, files, events and notes:** View assigned tasks, event details, collection of files and notes.
- Analytics:** Gain intelligent insights such as if and how RingCentral products are being used, who are the power users, trends and patterns of usage, and who are the low/non-users.
- Apps:** Access a library of over 180 apps integrations to keep your life organized.
- Mentions:** View conversations where you have been tagged or quoted.
- Show unread:** Toggle the switch to show only unread messages or all recent messages and teams.

Navigation icons: Back, Forward, Search, Grid, Add, Profile.

- Forward/back buttons:** Just like how it works on a web browser. Quickly return to a previously visited page across the entire app.
- Search bar:** Need to find something fast? Search through content, contacts, or teams using an advanced keyword search and filters.
- Dial pad:** Make outgoing calls to other team members or guests, as well as any external number.
- New actions:** Your starting point for doing something new. Send a new message, text, or fax, create a new team, start a video call, or invite others to join RingCentral.
- Account:** All the usual account stuff. Access your profile, share your status, view app terms and security details, contact support, and sign out.

Details panel

- Private team:** Members (8) and Guests.
- Members:** View current members of a team and click on their picture to see their contact details.
- Pinned, files, images, more:** View pinned posts, files, images, tasks, apps, links, notes, and events by team members in one convenient place.
- Pinned files:** Project_Proposal.pdf, Marketing doc.docx, Strategy deck.pptx, Product roadmap.

Conversation

- Video:** Instantly jump on a video call directly from the conversation pane.
- Call:** No need to memorize or search for a colleague's number. Call them right from your conversation.

You can also check the RingCentral mobile app for [iOS](#) and [Android](#)

[Have questions?](#)