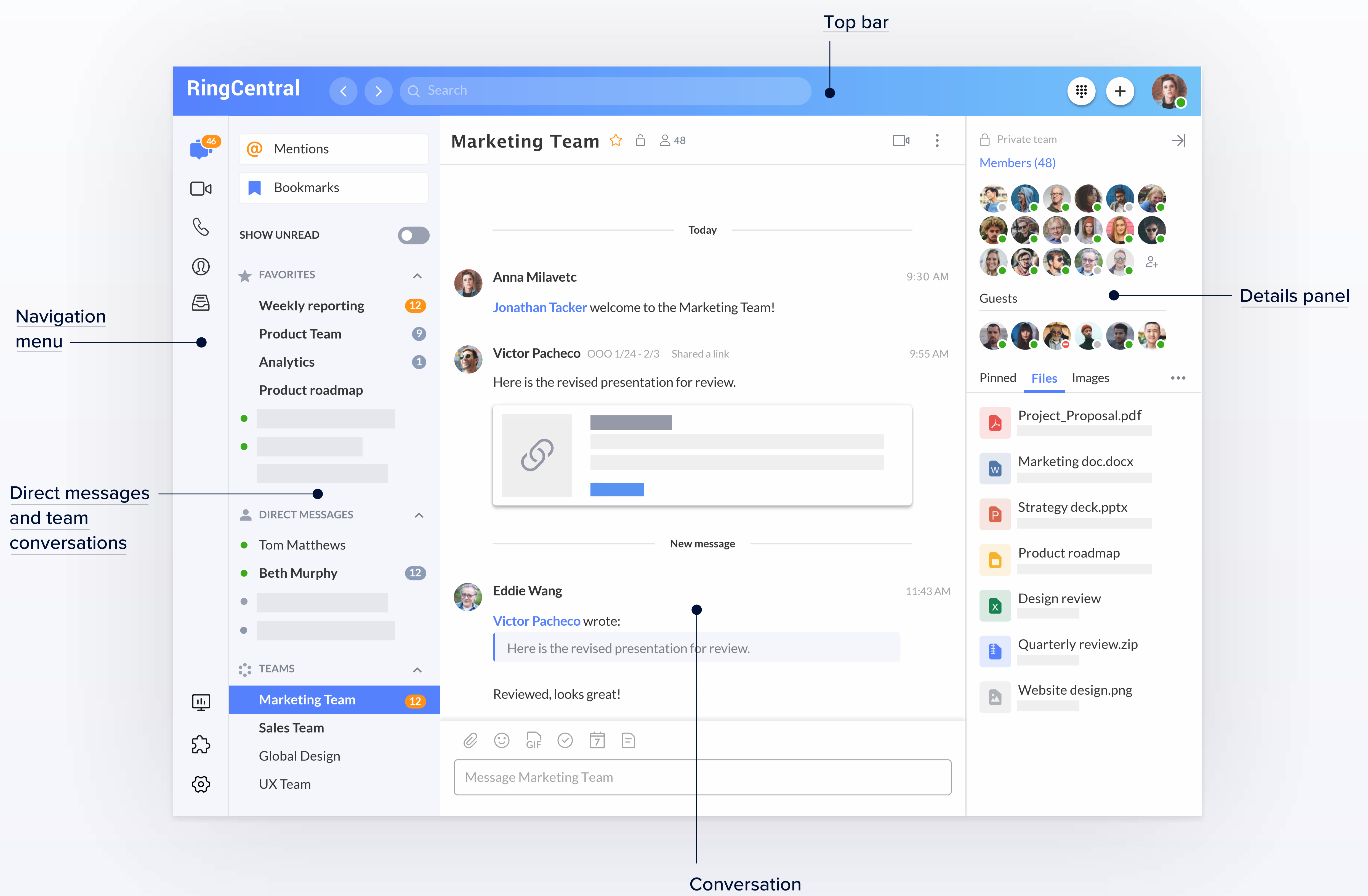


# RingCentral app quick reference guide



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.

< > Search
⋮ + 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)**

Guests

**Members**

View current members of a team and click on their picture to see their contact details.

Pinned **Files** Images

- 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?