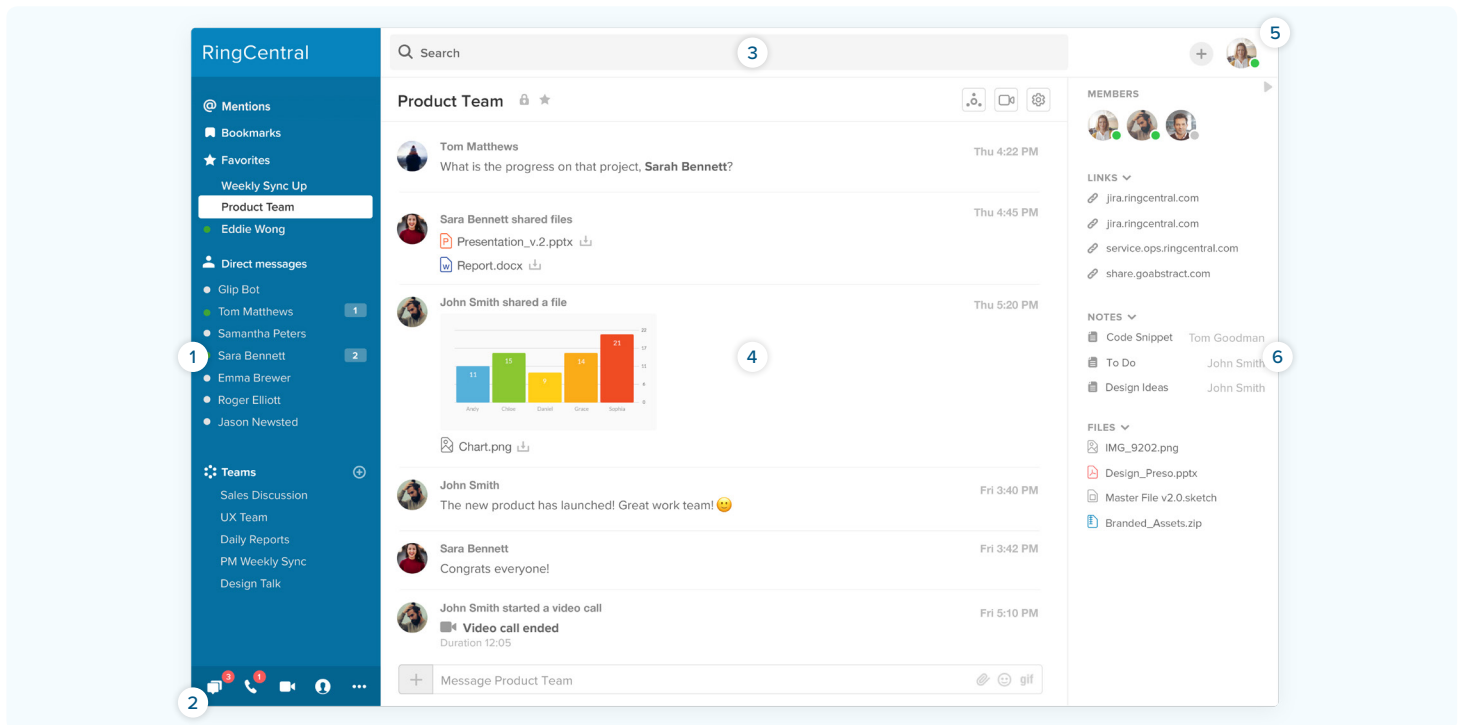


Navigating the RingCentral App on Desktop

This guide is designed to help you navigate through the RingCentral app on desktop.



1. Left pane

Mentions: Access your @mentions from across all conversations.

Bookmarks: Save important messages for future reference.

Favorites: Star your favorites so they are easy to find.

Direct messages: Send direct messages between you and others.

Teams: Hold conversations with teams.

2. Bottom left navigation

Message: Hold conversations with individuals or teams.

Call: View call history, check voicemails, and more.

Meet: Start, schedule, or join video meetings from one place

Contact: Search for coworkers, guests, and teams.

More actions: Access your integrations, links, calendar, tasks, and more.

3. Search bar

Search for content, contacts, and teams.

4. Conversation pane

Voice calls: Make and receive calls with any of your coworkers or guests.

Video calls: Start a video meeting directly within your conversation.

Conversation settings: Manage your conversation settings.

Quick actions: Create a new event, task, note, snippet, or share files.

5. Top right

New actions: Send a message or text, invite users, create teams, or start a voice or video call.

Profile: Click your profile picture to update your profile, presence status, and preferences.

6. Right pane

Access important links and files posted in the current conversation. Pin items to the top right for easy access.