

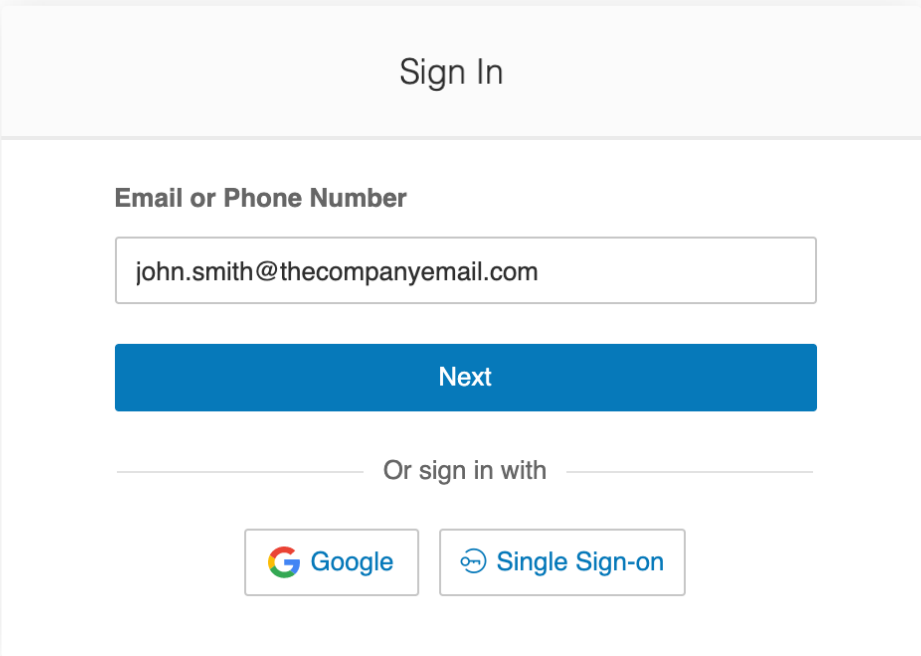


RINGCENTRAL APP CHEAT SHEET

Set up a unified digital workspace for your team’s messaging, video conferencing, and phone needs. It’s as easy as 1-2-3.

1. SIGN IN AS AN ADMIN.

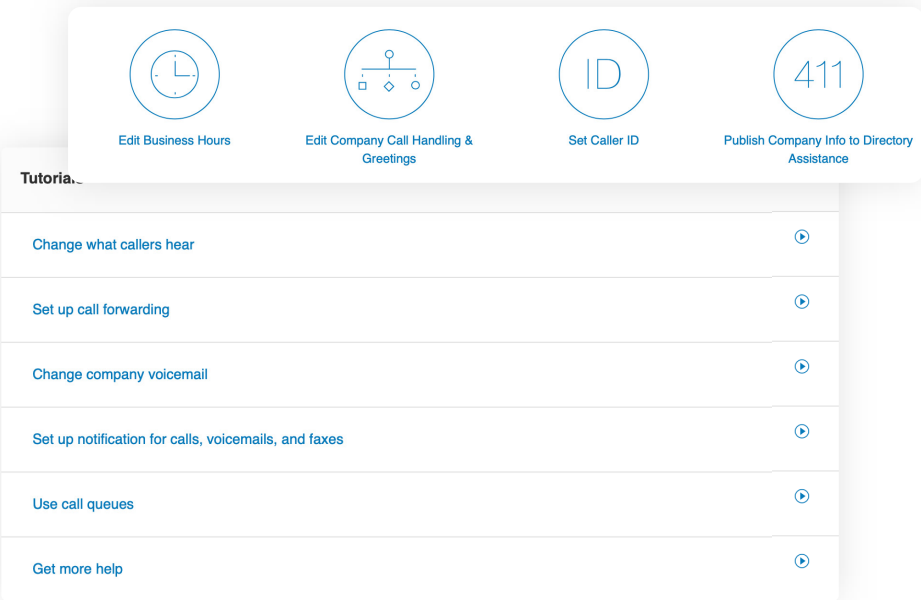
Visit login.ringcentral.com and log in using your RingCentral credentials, email, or your company’s single sign-on credentials.



2. ESTABLISH SETTINGS AND PERMISSIONS.

Set up admin privileges for your staff to manage features such as custom greetings, call routing, video conferencing, and sharing access to the team-messaging platform with people outside your company. Find help here:

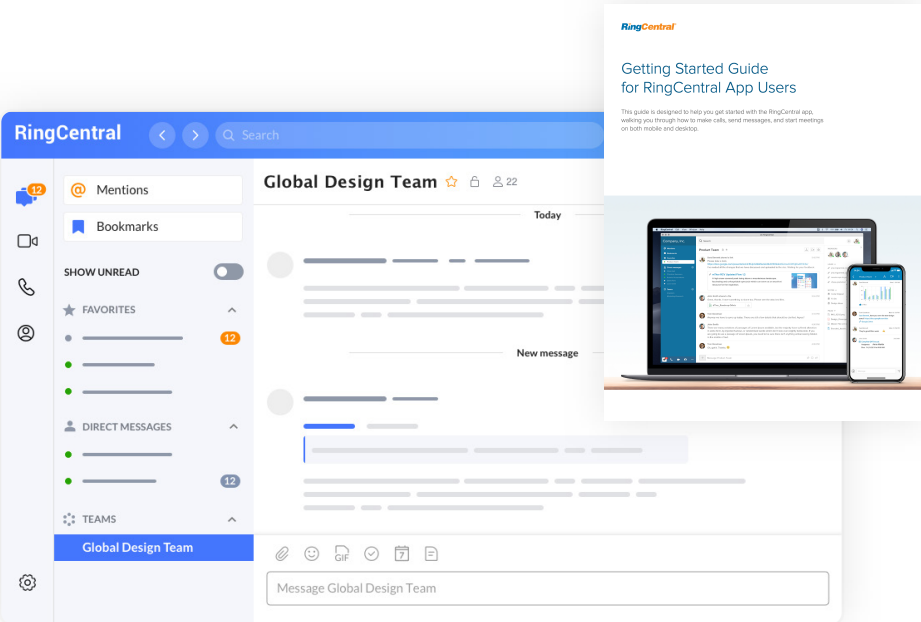
- [Understanding user roles](#)
- [Setting user permissions](#)



3. ROLL OUT THE APP TO YOUR COMPANY.

When you’ve made sure all employees’ credentials are in the RingCentral system (double-check at service.ringcentral.com), you’ll be ready to let your team start using the app. These tools can make your rollout easier:

- A pre-written [email](#) to introduce your team to the RingCentral app.
- A short [quick-start guide](#) for end users.



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DOWNLOAD THE DESKTOP OR MOBILE APP