

# Get Your Team Started on the RingCentral App

This guide is designed to help you easily roll out RingCentral's unified workspace for all your calling, messaging, and meeting needs.















## Four steps:

### 1. Sign in as an admin

You have several options for signing in. You can use your RingCentral credentials, email address, or your company's Single Sign-on. Visit [login.ringcentral.com](https://login.ringcentral.com) to sign in.

### 2. Discover what the RingCentral app can do

The RingCentral app interface is set up with most of the key access points along the left pane. Explore the major features:

-  **Call:** Get global reach through your RingCentral number.
-  **Message:** Send and receive messages in order to improve productivity.
-  **Meet:** Connect and share in real time with your colleagues and clients.
-  **Contact:** View your company contacts.
-  **Direct messages:** View 1:1 conversations and ad hoc group conversations.
-  **Teams:** Include as many people as you like for projects.
-  **More actions:** Access your dashboard, integrations, links, files, notes, calendar, and tasks.
-  **Dashboard:** View your weekly calendar, tasks, and @mentions.
-  **Integrations:** Use content from partnered apps and services.
-  **Links:** View web links shared across all projects and conversations.
-  **Files:** View files shared from all projects and conversations.
-  **Notes:** View and create rich text notes.
-  **Calendar:** View upcoming meetings in your work calendar and create team events to manage project timelines.
-  **Tasks:** Create and assign tasks to keep projects moving.

The center **Conversation Page** is where your active discussions are held for individuals, groups, or teams. RingCentral Office® users are also able to initiate calls and hold conferences and online meetings from this page.

The right pane or **Shelf** holds assets such as links and files from your selected conversation.

### 3. Manage admin permissions and settings

- **Admins:** You can share admin responsibilities by adding other administrators.
- **Off-domain members:** As an admin, you can decide whether to grant full access to your RingCentral team messaging workspace to off-domain coworkers (people with external email addresses).
- **GIF:** GIF usage can be controlled, including rating settings from G–R.
- **Compliance exports:** Turn compliance exports on or off and grant only specifically designated admin access. There are robust measures in place to ensure privacy and security.

### 4. Roll out the RingCentral app to your company

- **Plan rollout:** Create a RingCentral project team and invite key stakeholders to coordinate the rollout.
- **Double check user info:** Ensure all of your users have their proper email addresses updated in your RingCentral online account ([service.ringcentral.com](https://service.ringcentral.com)). Doing this ensures the directory will correctly auto-populate.
- **Company-wide announcement:** Send this [email](#) to your employees that includes:
  - a. An introduction of the RingCentral app and why your company is rolling it out.
  - b. A [one-page quick start guide](#) for end users.

#### Additional resources:

[Download the desktop or mobile apps | RingCentral University](#)