

GETTING STARTED GUIDE: THE NEW RINGCENTRAL DESKTOP APP



The new RingCentral desktop app is available on Mac/PC and web browsers. This guide will walk you through the simple process to sign up and onboard users within your organization.

INTRODUCING THE NEW RINGCENTRAL DESKTOP APP



UNIFIED COLLABORATION

- Message, video, and phone in one place.
- Switch calls and meetings between mobile and desktop.
- Integrate Office 365 and Google Calendar.



ENHANCED PRODUCTIVITY

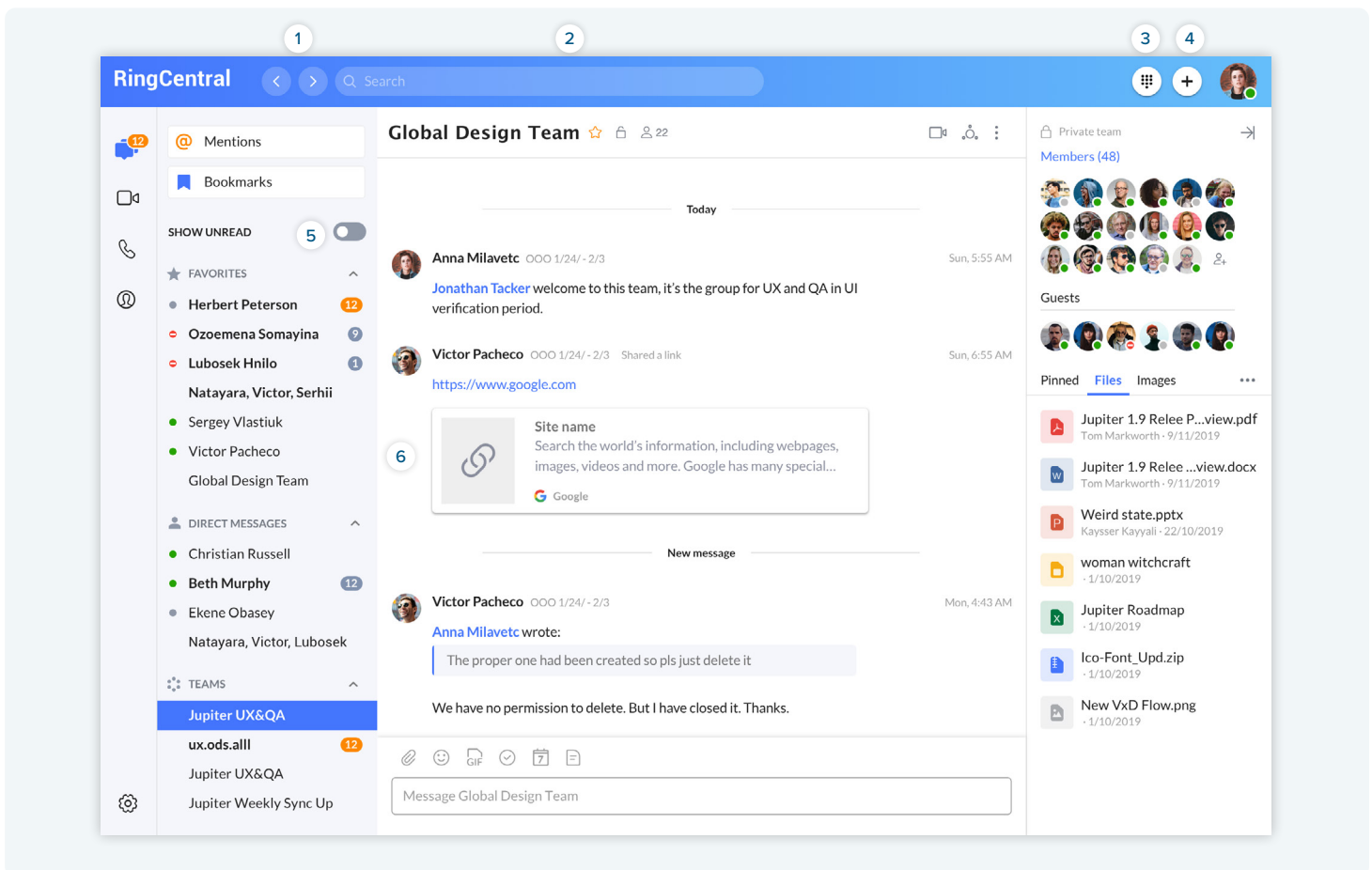
- Advanced search with message filtering.
- Improved navigation and file viewing.
- Auto busy status for calls and meetings.



STREAMLINED USER EXPERIENCE

- Intuitive, modern design.
- Faster load times.
- Available via browser—no download needed.

NAVIGATING THE NEW RINGCENTRAL APP



- 1 Forward and Back Buttons.** Navigate to your previous page or pick up from where you left from by using these navigation buttons.
- 2 Search Bar.** Search for messages, people, groups, and teams.
- 3 Phone Dialer.** It's easy to call anyone in your directory.
- 4 New Actions.** Send a new message or create a team.
- 5 Show Unread Messages.** Easily toggle to conversations with unread messages only.
- 6 File Sharing.** Attach a file to a message from your file directory or drag-and-drop.

SETTING UP THE RINGCENTRAL DESKTOP APP

SETUP STEPS FOR END USERS

1. [Download the app](#) to your desktop or browser.



a. [Windows](#)

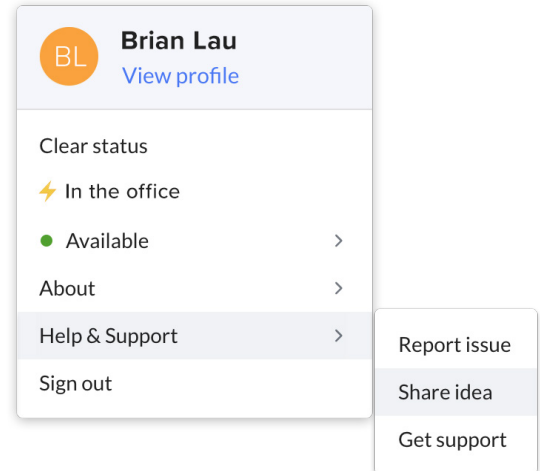
b. [Mac](#)

2. Launch the new app using your existing RingCentral credentials (quit the old app to avoid duplicate notifications).

SENDING FEEDBACK

Provide feedback directly in the app by clicking on Profile > Help & Support > Share idea. You can also reach out to your IT department for questions.

We greatly value your feedback, product suggestions, and bug reports. Please don't hesitate to send us a message from the RingCentral team created for you or via email to arthur.ng@ringcentral.com.



For more information, please contact a sales representative. Visit ringcentral.com or call 855-774-2510.

RingCentral, Inc. (NYSE: RNG) is a leading provider of global enterprise cloud communications, collaboration, and contact center solutions. More flexible and cost-effective than legacy on-premises systems, the RingCentral platform empowers employees to work better together from any location, on any device, and via any mode to serve customers, improving business efficiency and customer satisfaction. The company provides unified voice, video meetings, team messaging, digital customer engagement, and integrated contact center solutions for enterprises globally. RingCentral's open platform integrates with leading business apps and enables customers to easily customize business workflows. RingCentral is headquartered in Belmont, California, and has offices around the world.



RingCentral, Inc. 20 Davis Drive, Belmont, CA 94002. ringcentral.com