

# RINGCENTRAL APP: CREATING TEAMS

Team conversations in the RingCentral app is used to enhance your collaboration experience within your organization exchanging messages, files, notes, software code, and even track tasks and events.

Teams can be created by any RingCentral app user. The person creating a team automatically becomes that team's administrator.

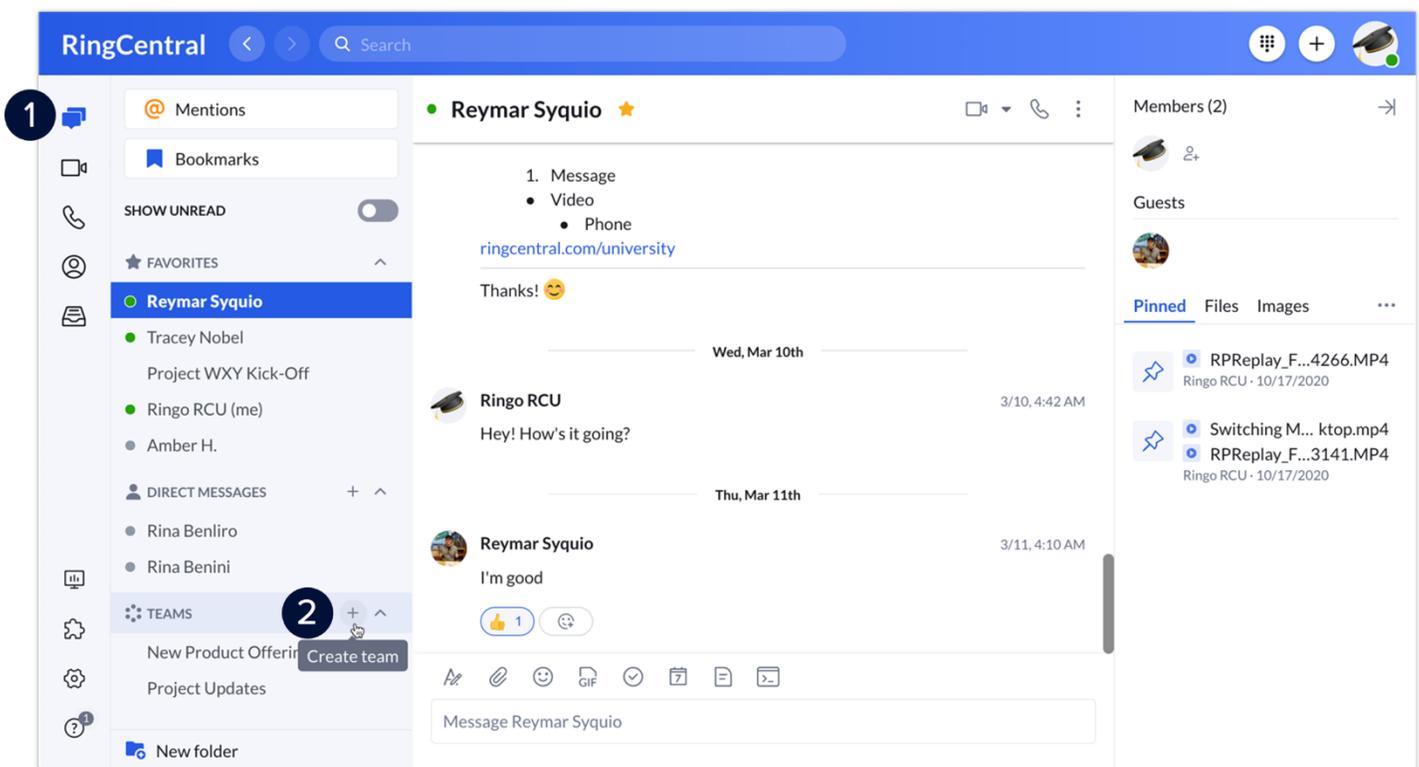
There are several methods for creating a team:

- Clicking the **Create team** button
- Clicking on the **New actions** button
- Converting a group conversation to a team conversation

## CREATING A TEAM

To create a team using the **Create team** button:

1. Select the **Message** icon.
2. Under **TEAMS** section, click **Create team**.



3. Complete the necessary details and configure the following settings for your team:
  - **Team name:** Enter the name of your team in this field.
  - **Members:** Enter the names of contacts to add to this team.
  - **Team description:** Enter a description for your team.
  - **Type of team:** Click the drop-down menu and choose from the following options:
    - **Private:** Choose this option for a team to be private. Users will need to be invited to this team in order for them to join. Non-members of this team will not be able to search for it in the RingCentral app.
    - **Public:** Choose this option if you want the team to be public, which means anyone within your organization can search for it in the RingCentral app and join without being invited.
  - **Allow members to add other members.** Enable this to allow non-admin members of the team to invite members. This setting is only applicable for private teams.
  - **Allow members to post Messages.** Disable this setting to make this team read-only, meaning any non-admins will be unable to post in this team.
  - **Allow members to @team mention.** Enable this setting to allow non-admins to use the @team conversation.
  - **Allow members to pin post:** Toggle this setting on to allow non-admins to pin posts in the conversation.
4. Click **Create**.

**Create team** 3

Team name  
Project XYZ

Members  
Reymar Syquio × Rina Benlro × Carol Demo ×

Team description  
Let's get Project XYZ rolling!

Type of team ⓘ Private

Allow members to add other members

Allow members to post messages

Allow members to @team mention

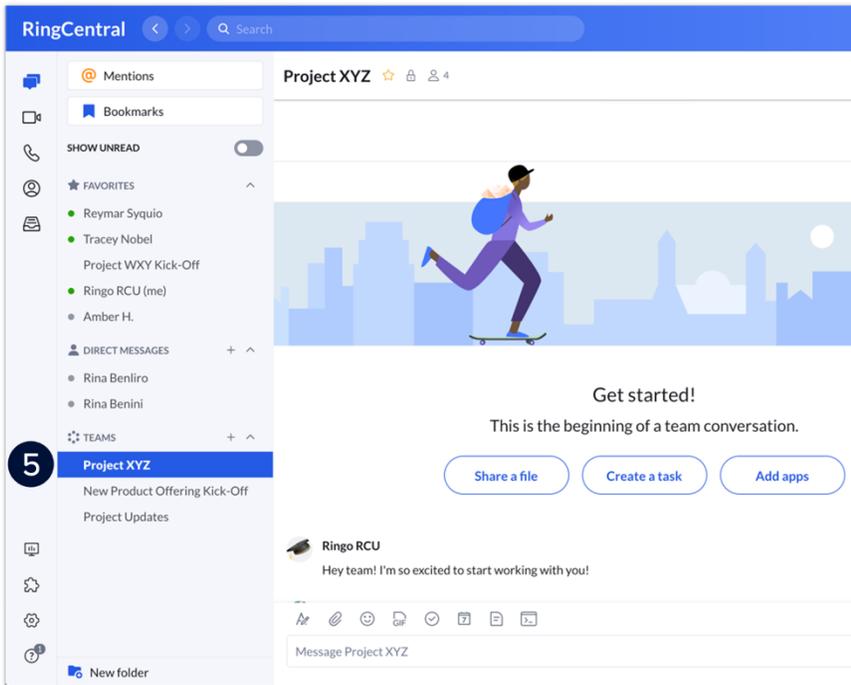
Allow members to pin posts

Allow members to add apps

Private  
Public

Cancel Create 4

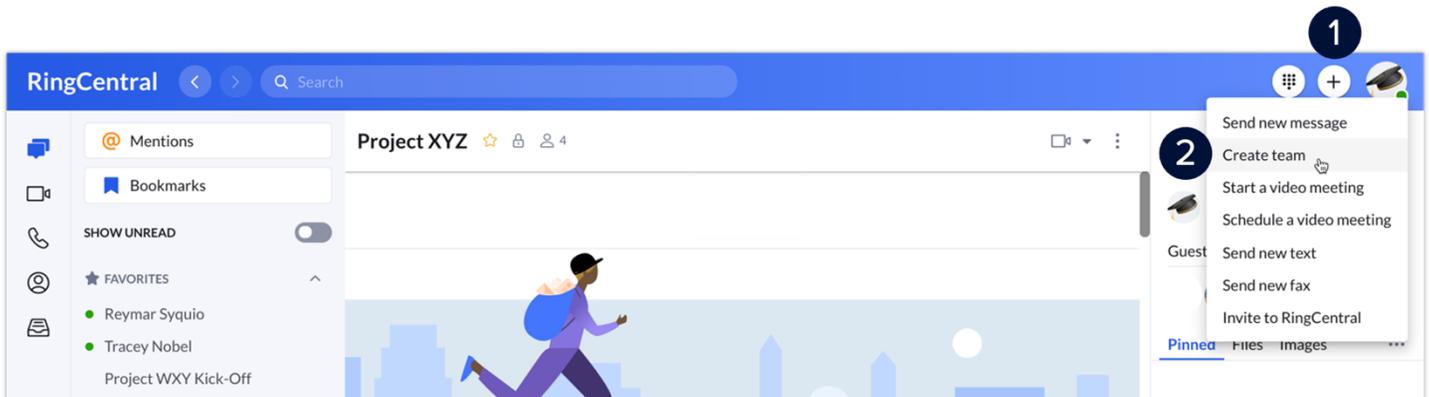
5. The new team appears at the top of the **TEAMS** section in the left pane. Select it to go to the team's conversation thread and start collaborating.



Another alternative method in creating a team is via the **New Actions** button. To use this, follow these steps:

1. Click **New Actions** beside your Profile photo.
2. Select **Create team** from the drop-down menu.

Note: Repeat the same steps detailed in "Creating a Team" to complete this process.



## CONVERTING A GROUP CONVERSATION INTO A TEAM

To convert a group conversation into a team, follow these steps:

1. Click **Message**.
2. Under **DIRECT MESSAGES**, select a group conversation.
3. Click **More**.
4. Select **Convert to team**.
5. Enter your preferred Team name.
6. Click **Convert to team**.
7. Once you've converted a group to a team, that team will appear under the **TEAMS** section in the conversation list.

