

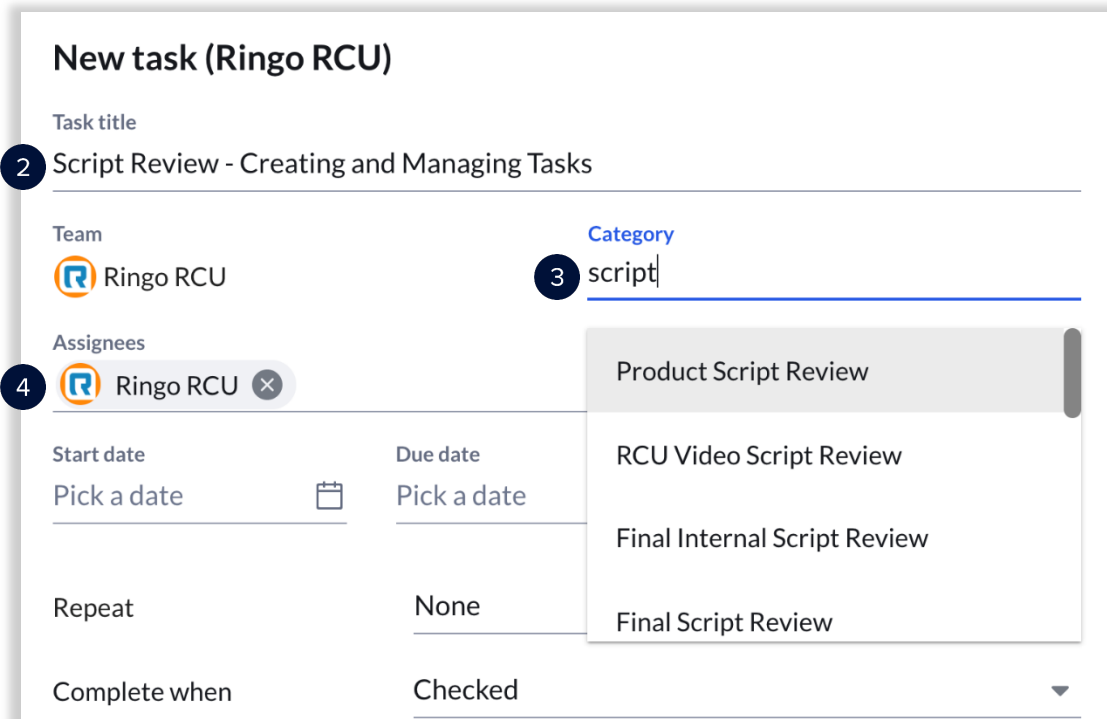
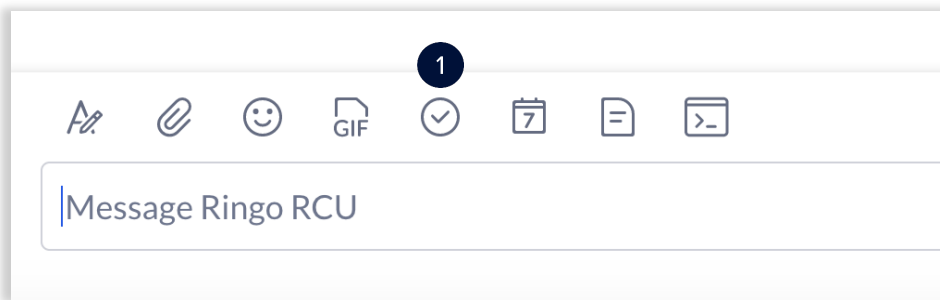
RINGCENTRAL APP: CREATING AND MANAGING TASKS

This quick guide shows you how to create and manage tasks within the RingCentral app. You can add tasks to individual, group, and team conversations, to help track your organization's tasks within one application.

CREATING A TASK

Follow these steps to create a task:

1. Click **New Task**.
2. Enter a Task title. This is the only required field.
3. You may create a new or use an existing category.
4. Type the assignee names. You may assign the task to yourself for tracking purposes or assign a task to one or more team members.

A screenshot of the "New task (Ringo RCU)" form in the RingCentral app. The form has several sections:

- Task title:** "Script Review - Creating and Managing Tasks" (highlighted with a circled '2').
- Team:** "Ringo RCU" (with a Ringo RCU logo icon).
- Category:** "script" (highlighted with a circled '3'). A dropdown menu is open, showing options: "Product Script Review", "RCU Video Script Review", "Final Internal Script Review", and "Final Script Review".
- Assignees:** "Ringo RCU" (with a Ringo RCU logo icon and a close button, highlighted with a circled '4').
- Start date:** "Pick a date" (with a calendar icon).
- Due date:** "Pick a date" (with a calendar icon).
- Repeat:** "None".
- Complete when:** "Checked" (with a dropdown arrow).

5. Enter a start date, due date, and due time.
6. Select the task recurrence.
7. Choose how you want the task completed:
8. **Checked** – Any one of the assignees can mark the task as complete.
9. **Checked by all assignees** – All assigned members check the task for it to complete.
10. **100% done** – Task can be marked by incremental percentages until it is complete.
11. Assign a color tag. Use this option for easier identification when you have multiple tasks.
12. Click **Attach** to attach a file.
13. Complete the task description.
14. Click **Post and new** to post and create another task or **Post and close** to post and close the task window.

The screenshot shows the task creation interface with the following elements and callouts:

- 5**: Start date (3/12/2021), Due date (3/13/2021), and Due time (12:00 PM) fields.
- 6**: Repeat dropdown menu with options: None, Every day, Every weekday, Every week, and Every month.
- 7**: Complete when dropdown menu with options: a) Checked, b) Checked by all assignees, and c) 100% done.
- 8**: Color tag selection area with a row of colored circles (black, red, orange, yellow, green, teal, blue, purple).
- 9**: Attach icon (paperclip) and emoji icon (smiley face).
- 10**: Task description text area containing "Hi, Please see attached file for review. Thank you!".
- 11**: Attached file "Storyboard_Creating_And_Ma..._V1.docx" with a close icon (X).
- Bottom right: "Cancel" button, "Post and new" button, and "Post and close" button.

MANAGING A TASK

Follow these steps to manage a task:

1. Users can manage tasks from the conversation pane to:
 - a. React with an emoji
 - b. Edit
 - c. Pin
 - d. Bookmark
 - e. Delete
2. Everything in Tasks and more displays for all groups, teams, and individual conversations. Click the **Tasks and more** icon to show the following:
 - f. Tasks
 - g. Events
 - h. Files
 - i. Notes

