

# RINGCENTRAL APP: STARTING AUDIO CONFERENCE CALLS

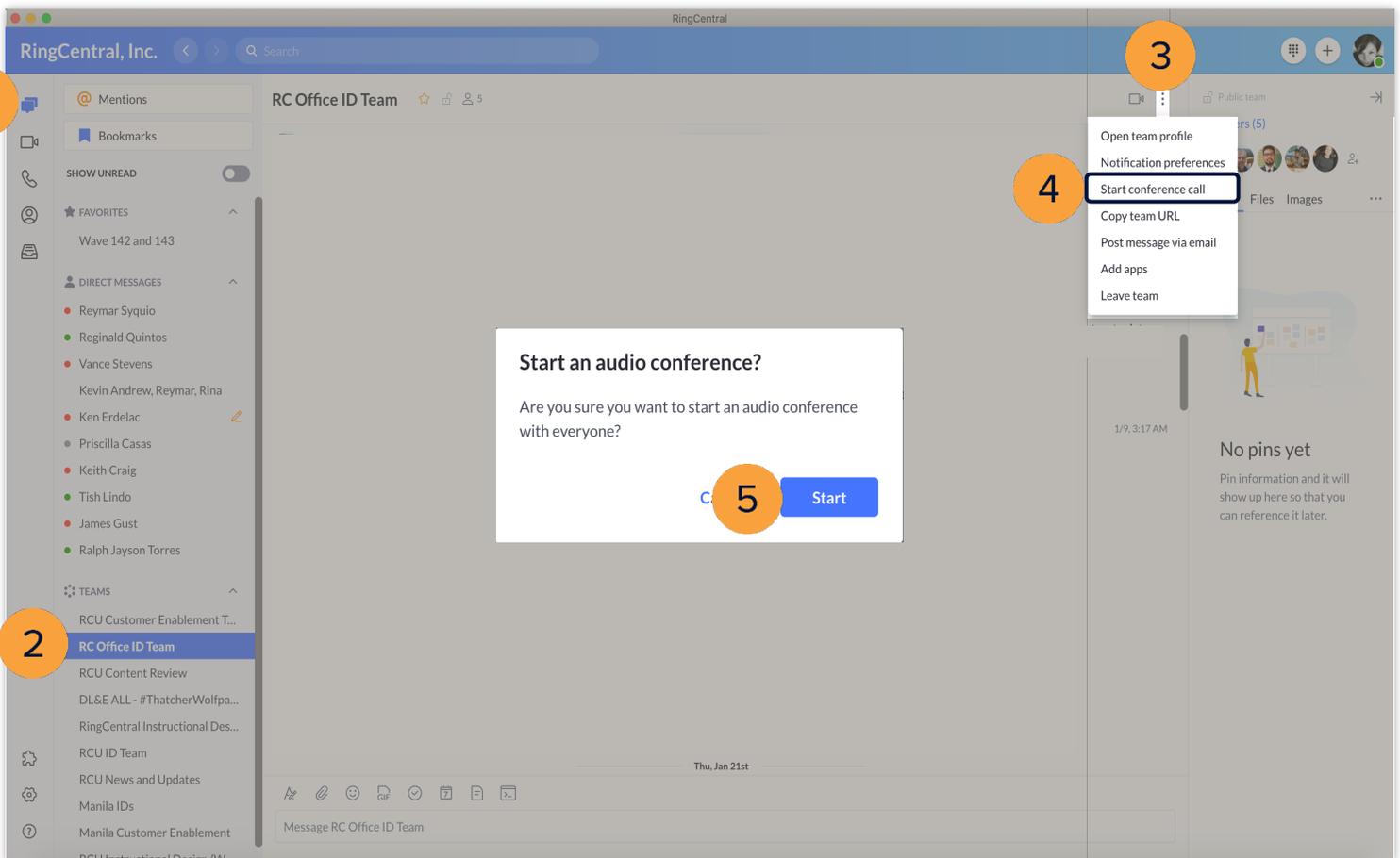
Conference calling is one of the key features within the RingCentral app. Conference calls allow talking to several people at the same time. There are a few ways to start a conference call within the app, including the following:

1. Clicking **Start conference call** from the kebab menu button within a group or team conversation.
2. Converting a live call into a conference call via the dial pad.

## STARTING CONFERENCE CALLS

You can start a conference call with all members of a team or group while within the team or group conversation in the RingCentral app.

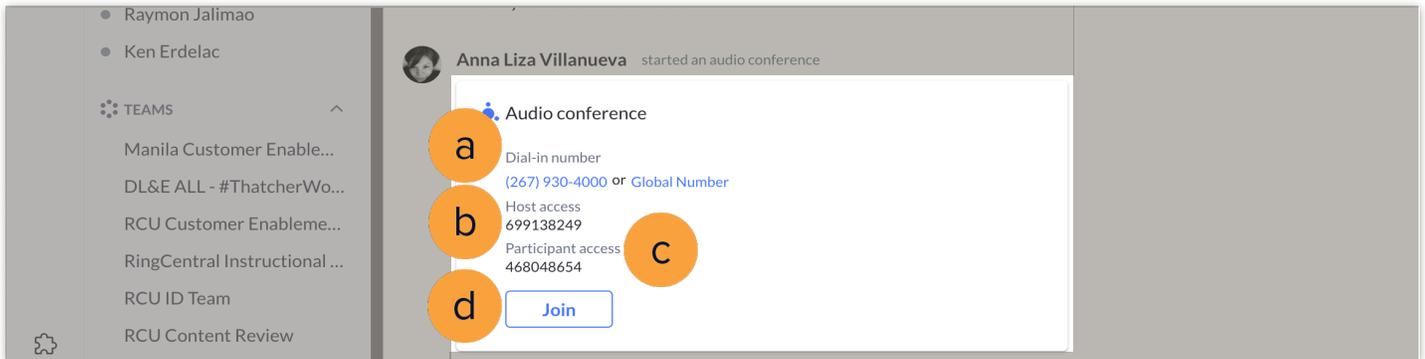
1. Navigate to the **Message** section via the side menu bar.
2. Select a group or team conversation via the conversation list.
3. Click **More**.
4. Click **Start conference call**.
5. Click **Start**.



## JOINING CONFERENCE CALLS

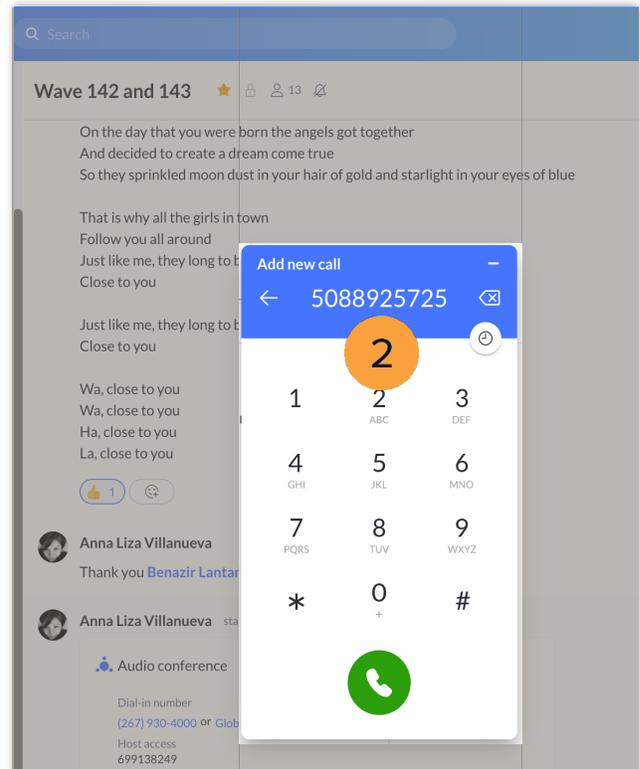
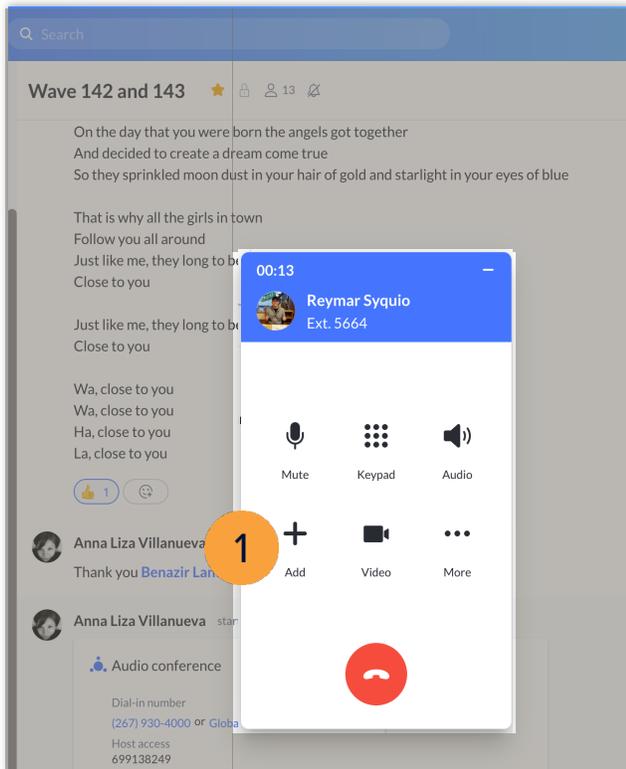
A message with options for joining the conference call appears when a conference call in a team or group starts.

- Dial-in number** — regional or global number that the team or group members can use to dial into the conference call.
- Host access** — the code the host (the person who starts the call) uses to dial in to the conference call.
- Participant access** — the code the guests use to dial in to the conference call.
- Join** — join the conference call.



## CONVERTING LIVE CALLS INTO CONFERENCE CALLS

- While on a call, click **Add**.
- Dial the number of the person to be added to the call.



## RingCentral App | Starting Audio Conference Calls

3. Click **Merge to conference**.
4. Click the **Invite** button to add more people to the conference.
5. Select the method to invite:
  - **Invite by Email**
  - **Invite by Message**

