RINGCENTRAL APP:
USING THE TEXT FORMATTING TOOLBAR

The RingCentral app for desktop lets you edit and format your messages to look the way you want, using the text formatting toolbar. This job aid gives an overview of how to use this feature.

When drafting messages in any conversation within the Message section of the RingCentral app, click **Format message** (1) to open the text formatting toolbar. After drafting your message, click **Send** (2) to post the message.

The text formatting toolbar gives you the following options to format your message:

A. Bold
B. Underline
C. Italic
D. Strikethrough
E. Numbered list
F. Bulleted list
G. Increase indent
H. Decrease indent
I. Insert link
J. Insert horizontal line

Note: Highlighting the options in the text formatting toolbar displays their appropriate shortcut key for your computer's operating system.