RINGCENTRAL APP FOR MOBILE: SETTING UP CUSTOMIZED TABS

The RingCentral app for mobile allows you to customize its bottom navigation tabs, so you can have quick access to your frequently-used functions. This job aid gives an overview of how to customize tabs.

1. Tap your profile badge.
2. Tap **Customize tabs**.
3. Drag your preferred tabs to the appropriate section to remove or add them to the bottom navigation tabs of the RingCentral app's main screen:
   a. **Show on main screen** – Tabs in this section are shown in the bottom navigation tabs. (A maximum of 5 navigation tabs can be shown on the main screen)
   b. **Keep in menu** – Tabs in this section are only visible from your profile badge menu.
4. Tap **Done**.

Note: *The default bottom navigation tabs in the RingCentral app for mobile differ based on your RingCentral account's plan type and your extension's role's and permissions.*