RINGCENTRAL APP CHEAT SHEET

Set up a unified digital workspace for your team's messaging, video conferencing, and phone needs. It's as easy as 1-2-3.

1. SIGN IN AS AN ADMIN.

Visit login.ringcentral.com and log in using your RingCentral credentials, email, or your company's single sign-on credentials.

Sign In

Email or Phone Number

john.smith@thecompanyemail.com

Next

Or sign in with

G Google   Single Sign-on
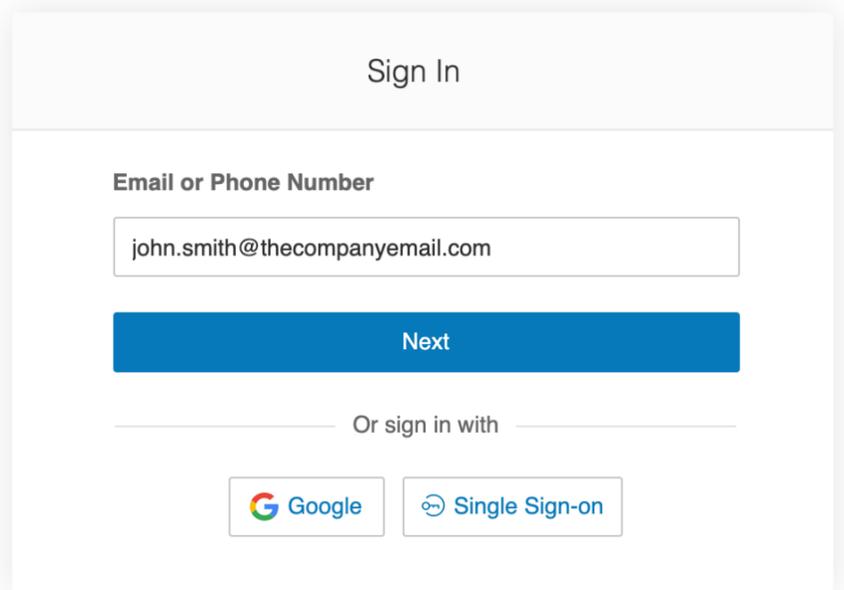
2. ESTABLISH SETTINGS AND PERMISSIONS.

Set up admin privileges for your staff to manage features such as custom greetings, call routing, video conferencing, and sharing access to the team-messaging platform with people outside your company. Find help here:

• Understanding user roles

• Setting user permissions

Edit Business Hours

Edit Company Call Handling & Greetings

Set Caller ID

Publish Company Info to Directory Assistance

Tutorial

Change what callers hear

Set up call forwarding

Change company voicemail

Set up notification for calls, voicemails, and faxes

Use call queues

Get more help
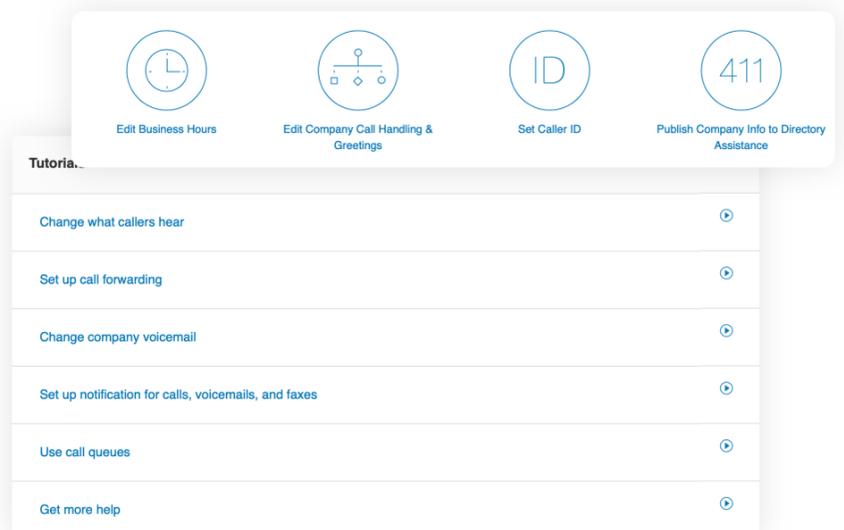
3. ROLL OUT THE APP TO YOUR COMPANY.

When you've made sure all employees' credentials are in the RingCentral system (double-check at service.ringcentral.com), you'll be ready to let your team start using the app. These tools can make your rollout easier:

• A pre-written email to introduce your team to the RingCentral app.

• A short quick-start guide for end users.

Getting Started Guide for RingCentral App Users
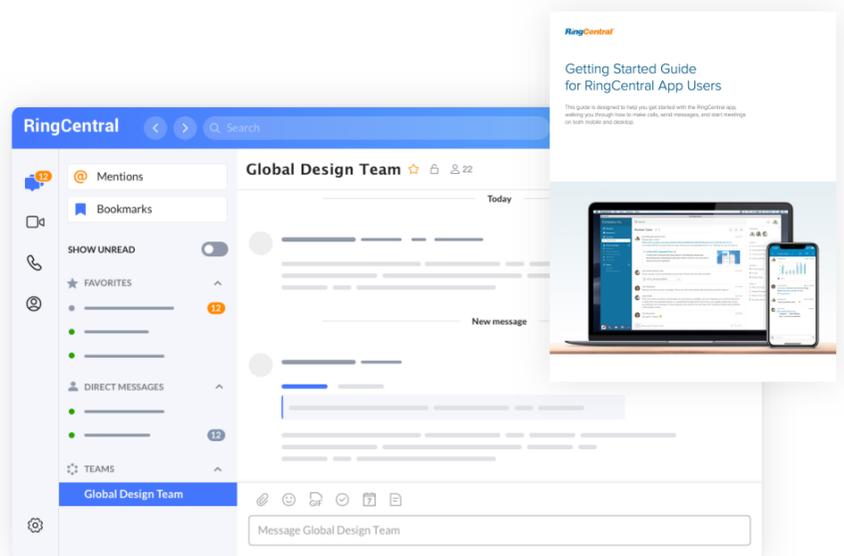
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DOWNLOAD THE DESKTOP OR MOBILE APP