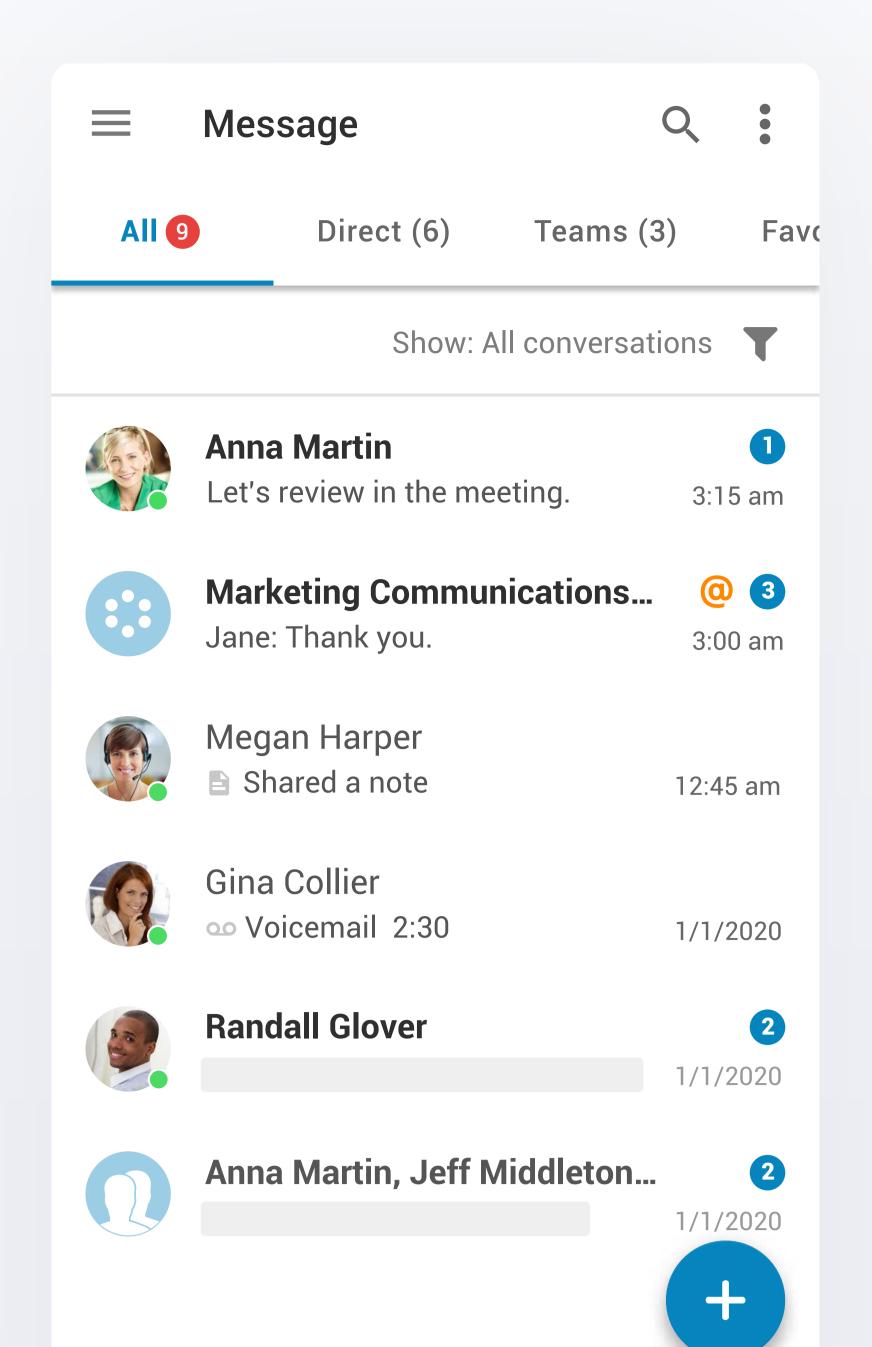
RingCentral app quick reference guide

Get to know the RingCentral mobile app for Android with this handy quick reference guide to walk you through everything it has to offer.



Message

Find all of your messages in one place, sorted by most recent and organized by your direct messages, teams that you have been invited to or joined, and any contact or team that you have marked as a favorite.

Search

Search for contacts, teams, or content from conversations.

More

Send and receive messages to colleagues or teams (aka channels), invite guests to join RingCentral, and create a new team.

All conversations Unread (7) Unread @mentions (1) Draft Failed

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@mentions messages

Bookmarks

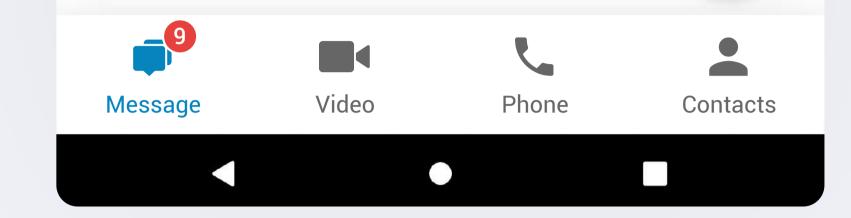
Me conversation

Filter

Q

+

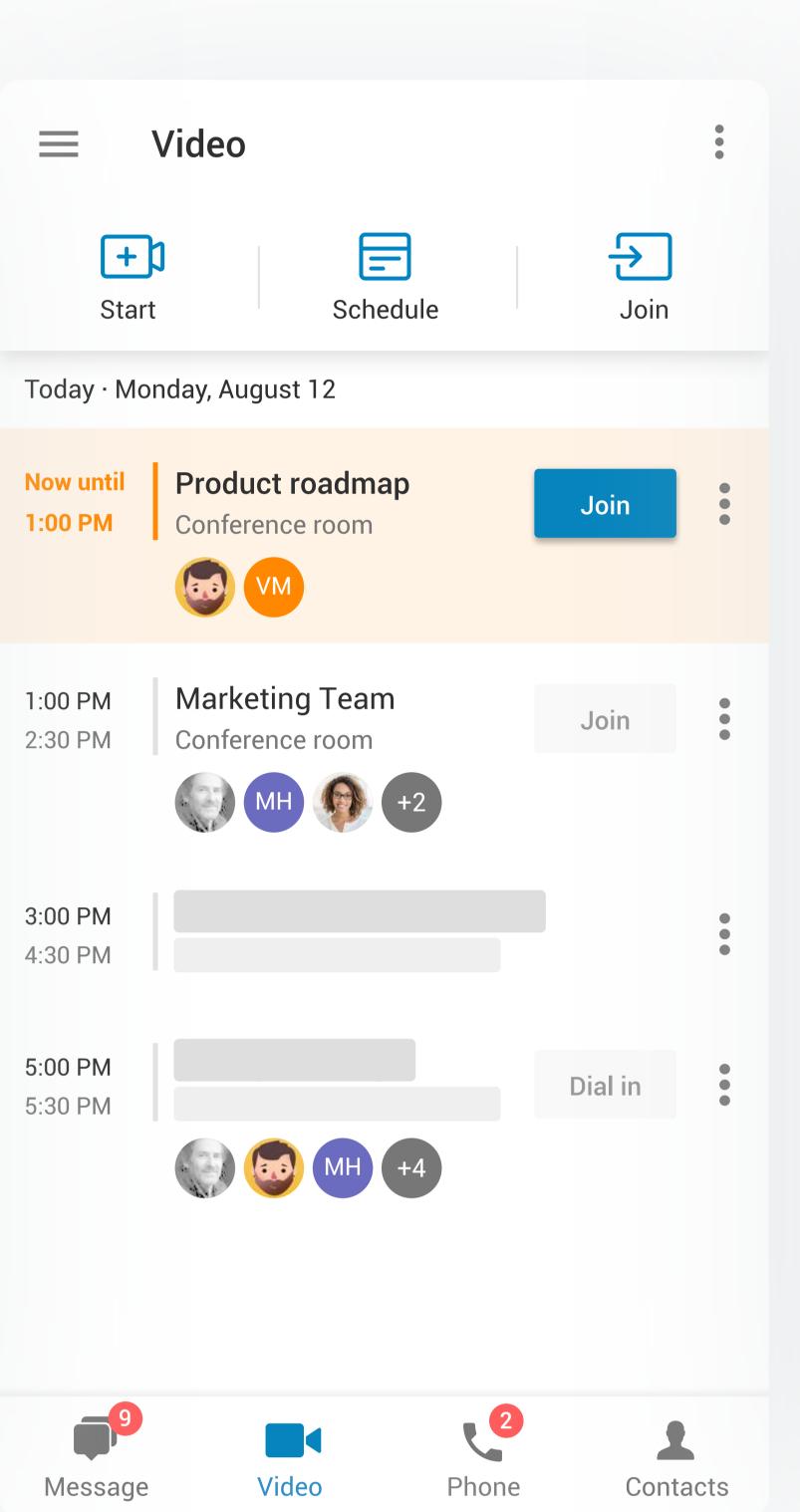
Filter messages to only show unread, drafts, messages that failed to send, @mentions, bookmarks, or "Me conversation," your own personal space where you can create a task, make a note, or store a photo.



Conversation pane

\leftarrow	Product Team ►				
	Kudoo Wang 21 UNREAD ↑ 02/02/2020 06:21 I would like to collect more feedback.				
	Kudoo Wang Yes!	02/02/2020 06:21			
	Mary Johnson 02/02/2020 06:21 How many users need to join?				
	Kudoo Wang	06:21 AM			
	Kudoo Wang	12:30 PM			
		Weekly report sales for teams.pptx 102KB			
+	Like these pictures!	4			

Video



Contacts

Search contacts					
Compa	ny (Guests	Person	al Tea	ams
				Show: All	T
Quick (Contacts				>
Bacon	As	ahid	Peter	Jack	A
Α		Arab Ke	eenan enan@outl	ook.com	•
	((),	Allian Johnson allian.ma@outlook.com			
В					
					ł
A			2		

Tap into any direct message or team thread to bring up your conversation history. The top panel lets you view a contact's profile, start a call, and start a video chat.

Start, schedule, or join HD video meetings easily from your phone, perfect for when you're on the go.

Your contacts are conveniently broken into four groups: company colleagues, guests invited to the app, personal contacts, or teams.

Phone

Video

More

View pinned files, posts, tasks, events, notes, and links by team members in one convenient place.

Message

Assign a new task, create a new event, start a new note, attach files and images, and share gifs in one tap.

More

Access recent meetings and recordings, view video meeting settings, and send feedback.

Search

Message

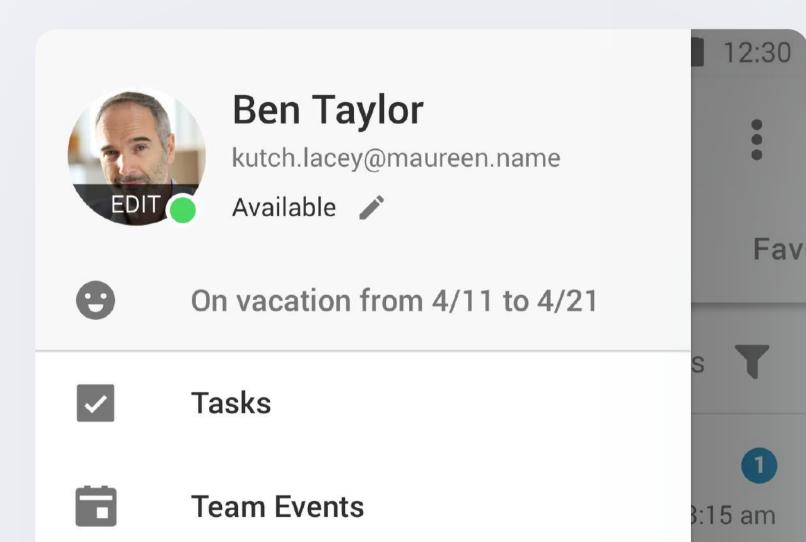
Contact

No need to memorize a colleague's number. Search for a contact and call right from within the app.

Add

Say goodbye to endless scrolling to find your favorite contact. Add them to your Quick Contacts list, so they are always at the top of the list.

Menu/profile picture



Phone

≡ P	hone	Q		
Calls (2)	Voicemail	Text	Fax	
Q Sear	rch calls	Show: All 👅		
~ ,	Jane Smith Mobile (0:09)		G 3:15 AM	
N	logan Harpor		\bigcirc	

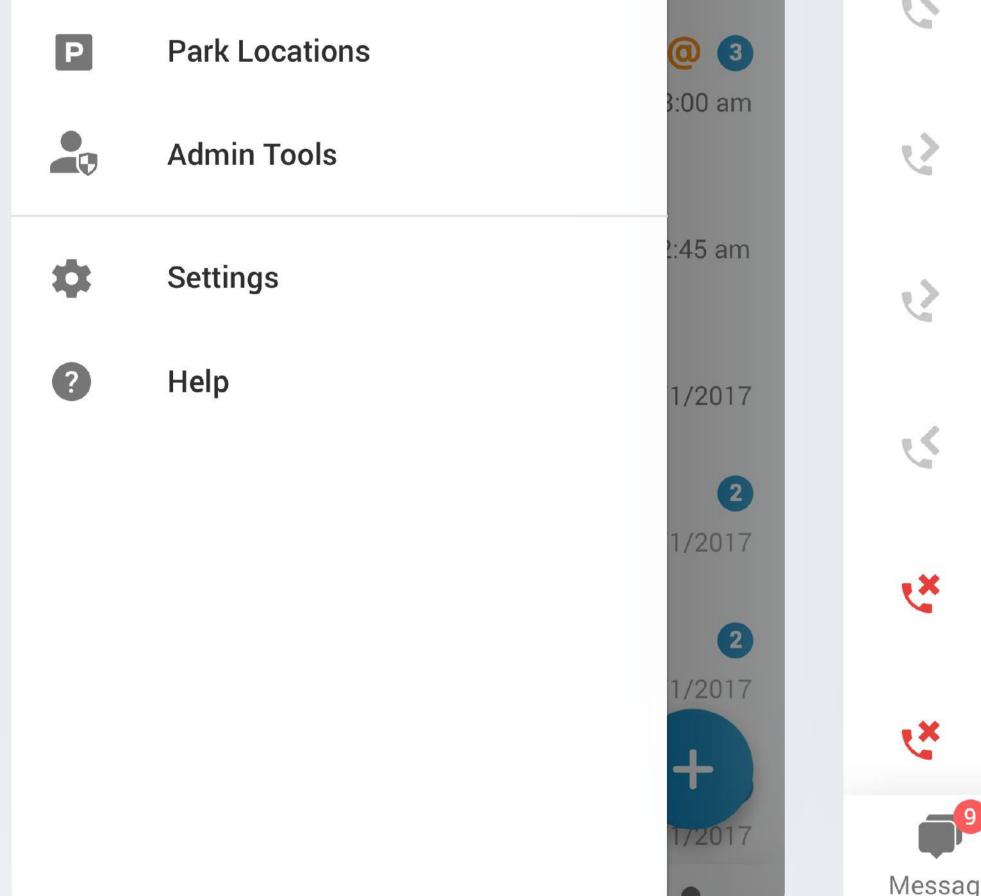
Search

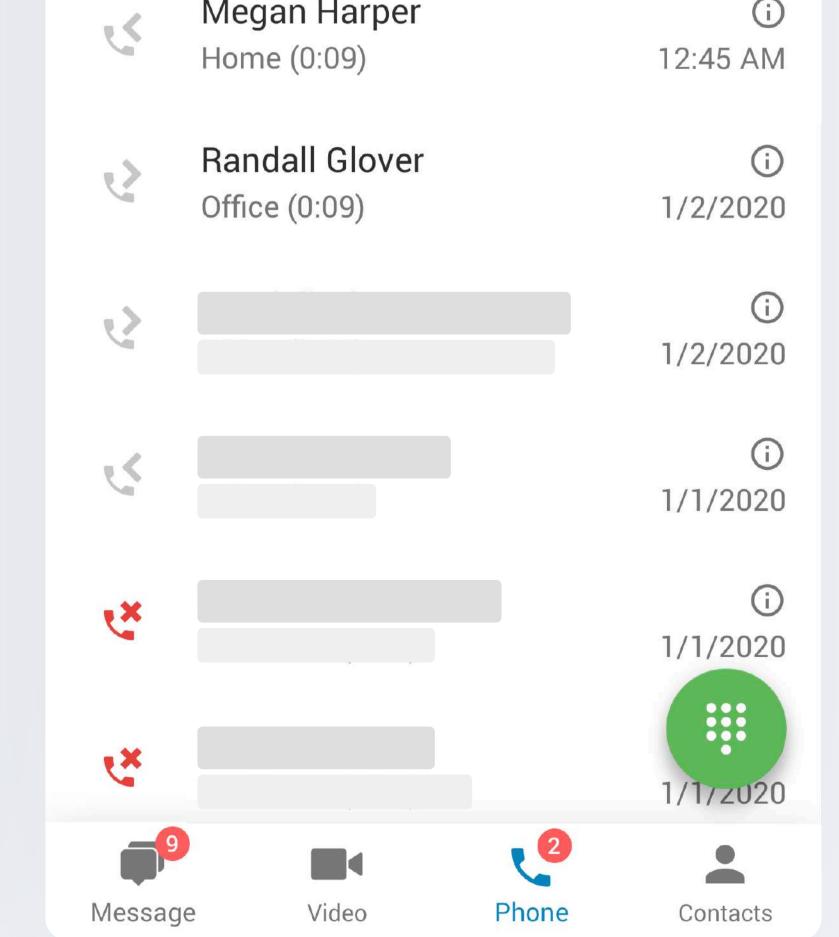
Q

Search through any calls, voicemails, texts, and faxes you've made, received, or missed in a clean, easily legible interface.

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Dial pad

Tap or swipe the dial pad icon to reveal a standard dial pad for manually entering a number, or click the profile icon to search through your contacts.

Status

Let your team know if you're available or busy, or set your own custom message.

Settings

Access all the usual settings like notifications and permissions, and find resources for any questions you may have or if you'd like to reach out to support.

You can also check the RingCentral app quick reference guide for desktop.

Have questions?