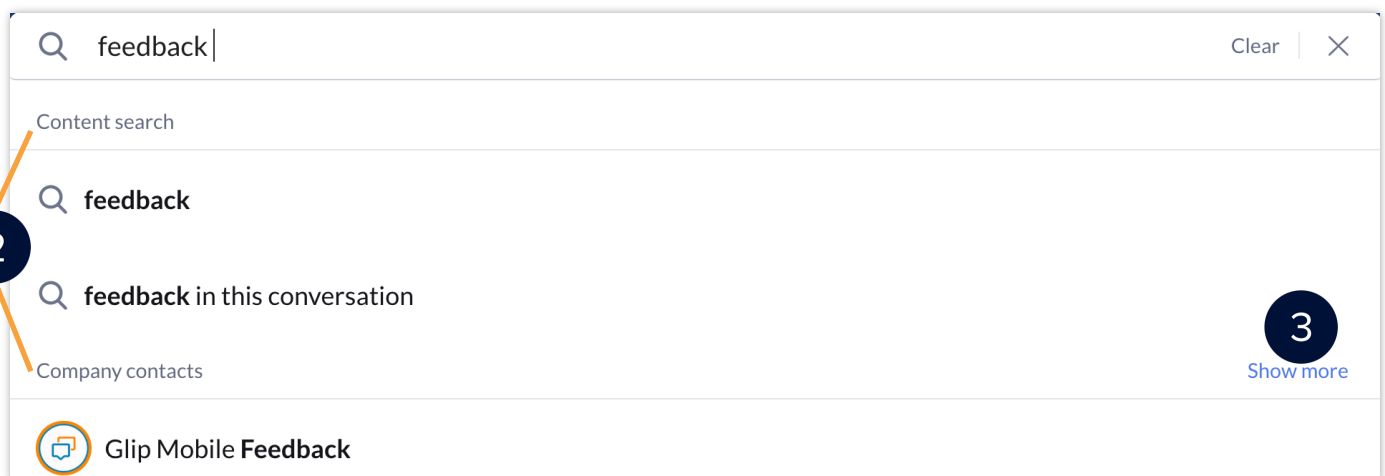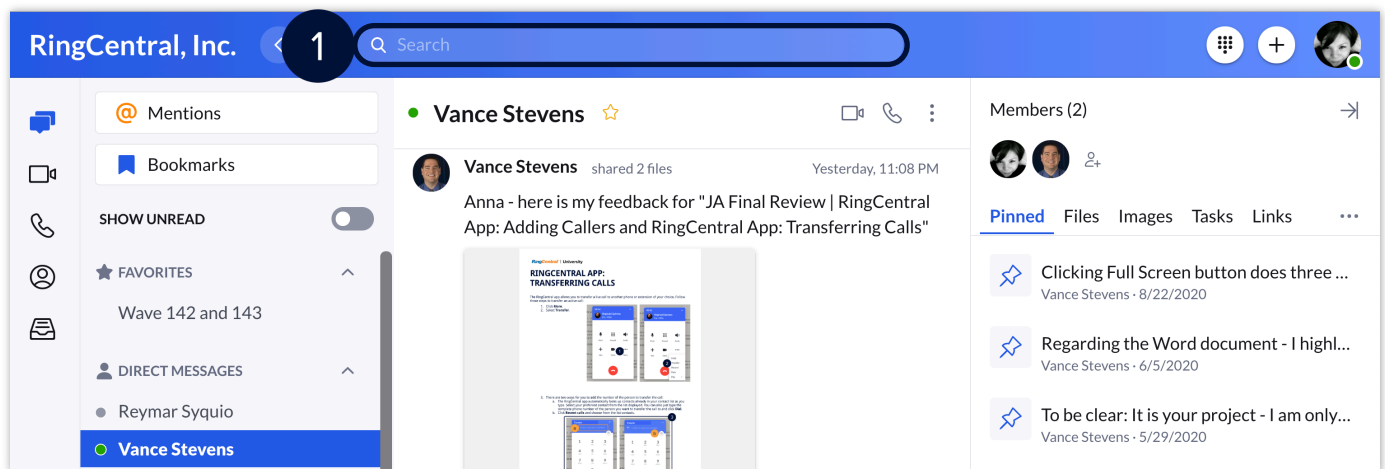# RINGCENTRAL APP: SEARCHING AND BOOKMARKING MESSAGES

The RingCentral app allows you to search through all of your conversations to find specific messages, events, files, links, notes, tasks, or code snippets. You can also bookmark them for easier access in the future.
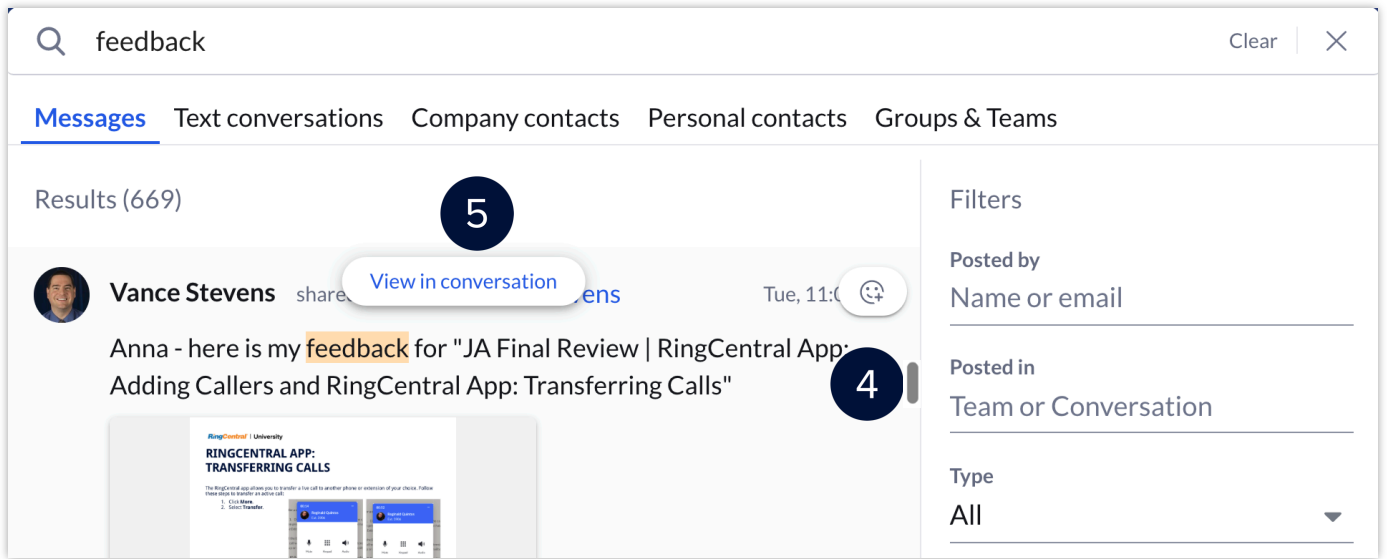
USING THE SEARCH TOOL

Scrolling back and reading several posts or messages can take a lot of time. The RingCentral app's search feature helps you quickly find what you need. Here's how to use this feature:

1. Within the conversation page, type a keyword in the **Search** field.
2. Your search results are separated into the following categories:
   - Content or specific messages
   - Company contacts
   - Groups & Teams
   - Text Conversations
3. Click the **Show more** text to view the full list of search results for a specific category.
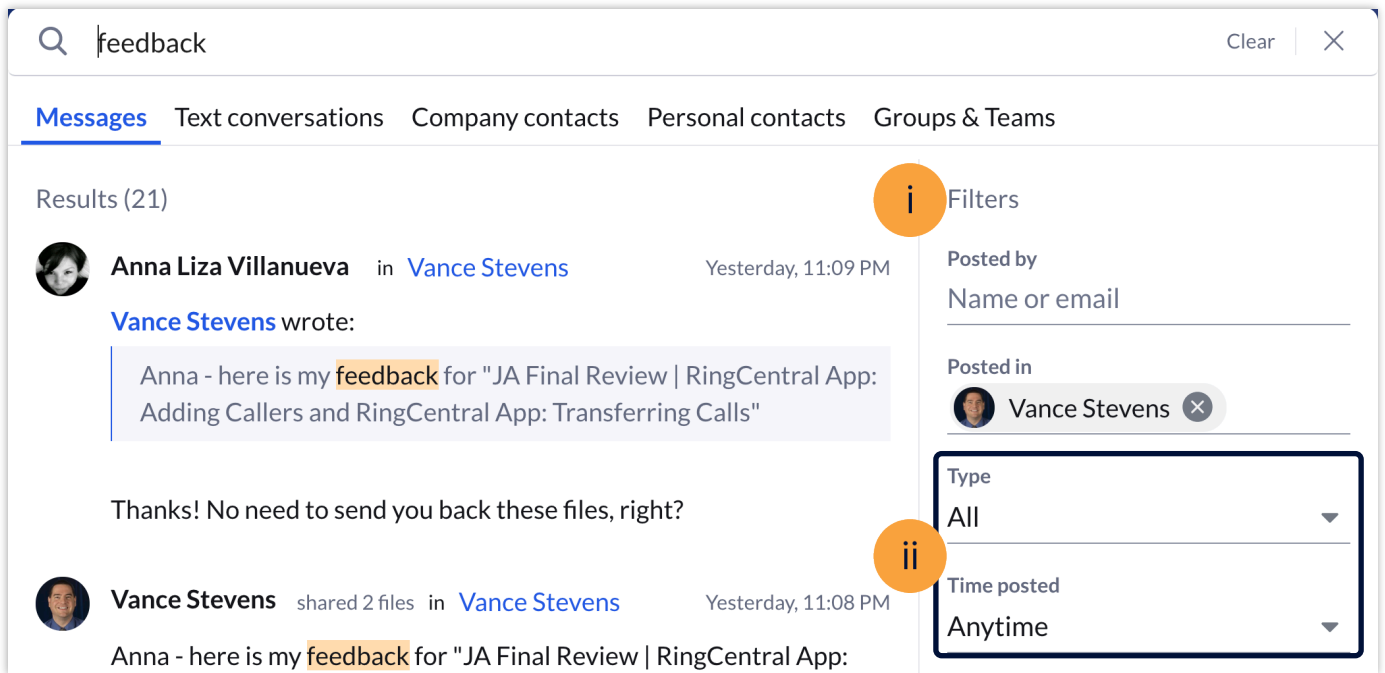

4. Scroll through the list of your search results until you find the one you need.

5. Hover your mouse over your preferred result and click **View in conversation** to see the full message in the conversation thread.

Optional: You can use the Filters section in the RingCentral app to narrow your selection results. Use the following steps below:
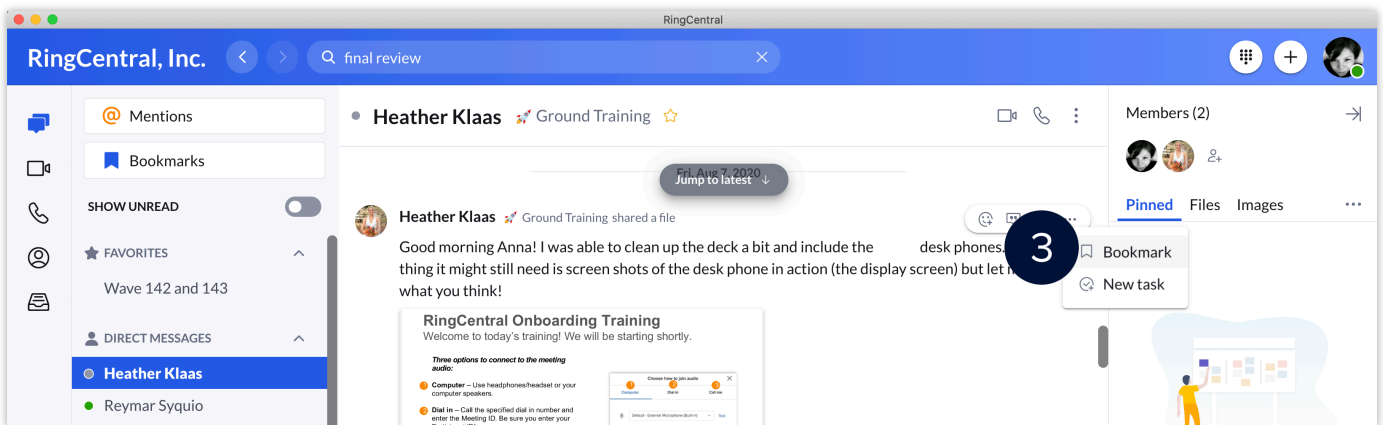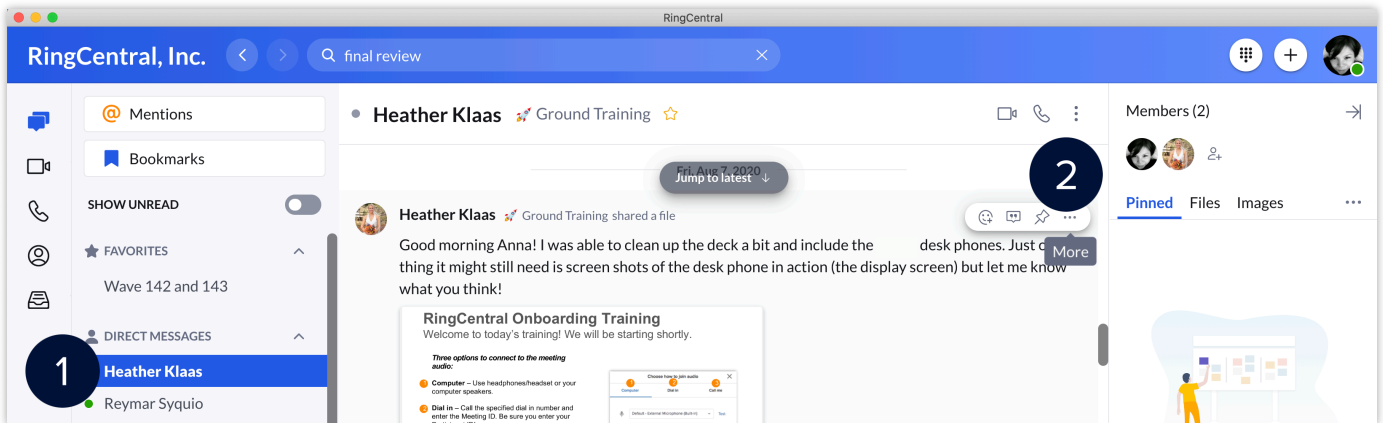 i. Go to the **Filters** section to narrow your selection.
  ii. Edit the **Type** and the **Time posted** to narrow the search results.

BOOKMARKING MESSAGES

The RingCentral app's bookmark feature allows you to easily access saved messages, events, or posts. To bookmark a message from any existing conversation, follow these steps:

1. Within the Message section, select your preferred conversation.
2. Hover your mouse over the message, then click **More**.
3. Click **Bookmark**.

4. Go to **Bookmarks** on the left-pane to view all bookmarked posts.
   Note: *You can hover your mouse over a message and click **Remove bookmark** to remove it from the Bookmarks section.*