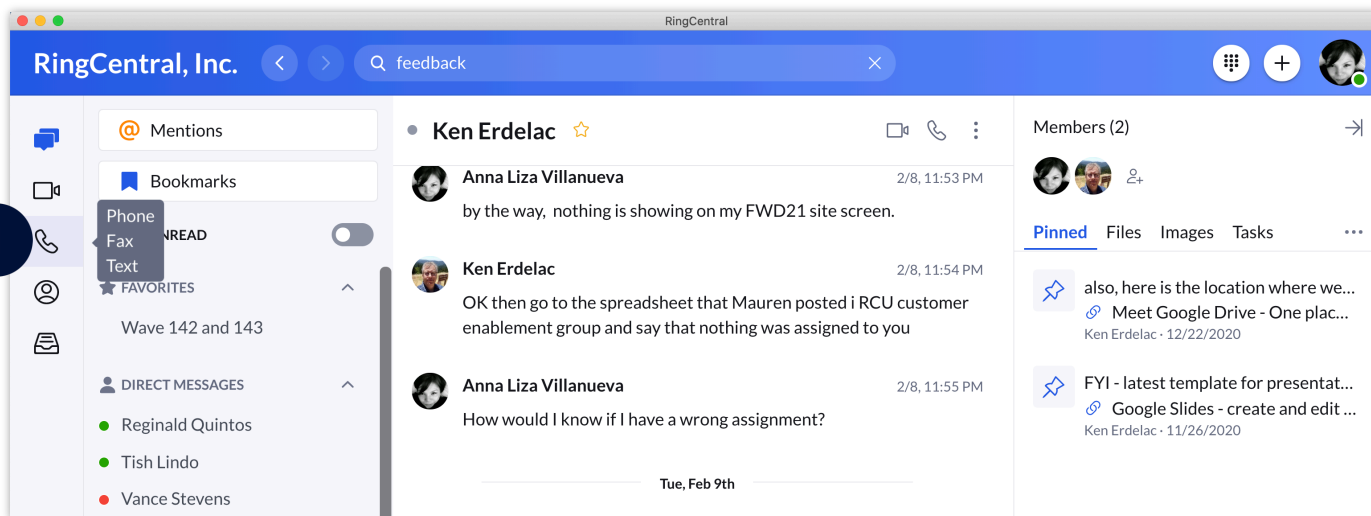


RINGCENTRAL APP: SENDING TEXT MESSAGES

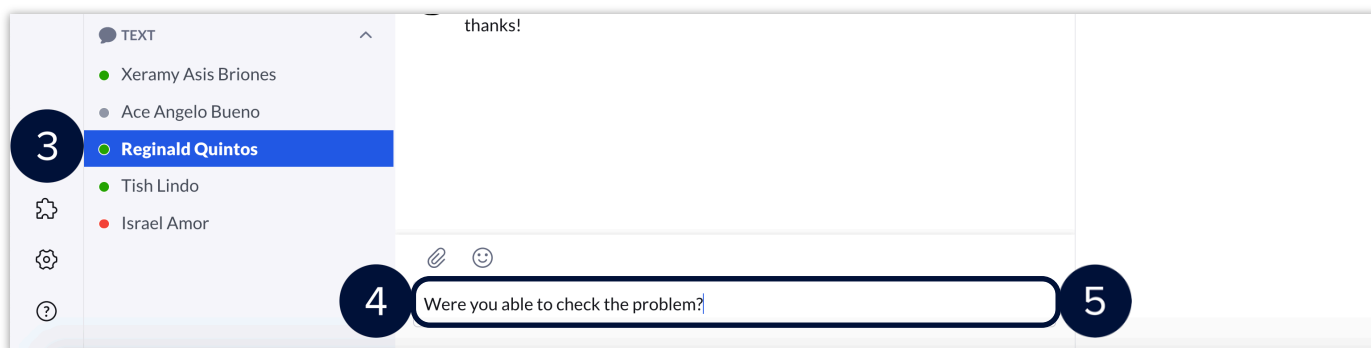
The RingCentral app lets you send individual and group text messages to anyone, so you can communicate with people who don't have the RingCentral app installed.

VIEWING TEXT MESSAGES

1. Select the **Phone** tab.
2. You can find the list of your sent or received text messages under the **TEXT** section.



3. Click any of the contacts to view the message thread.
4. Type your message in the message field.
5. Press Enter/Return to send the message.



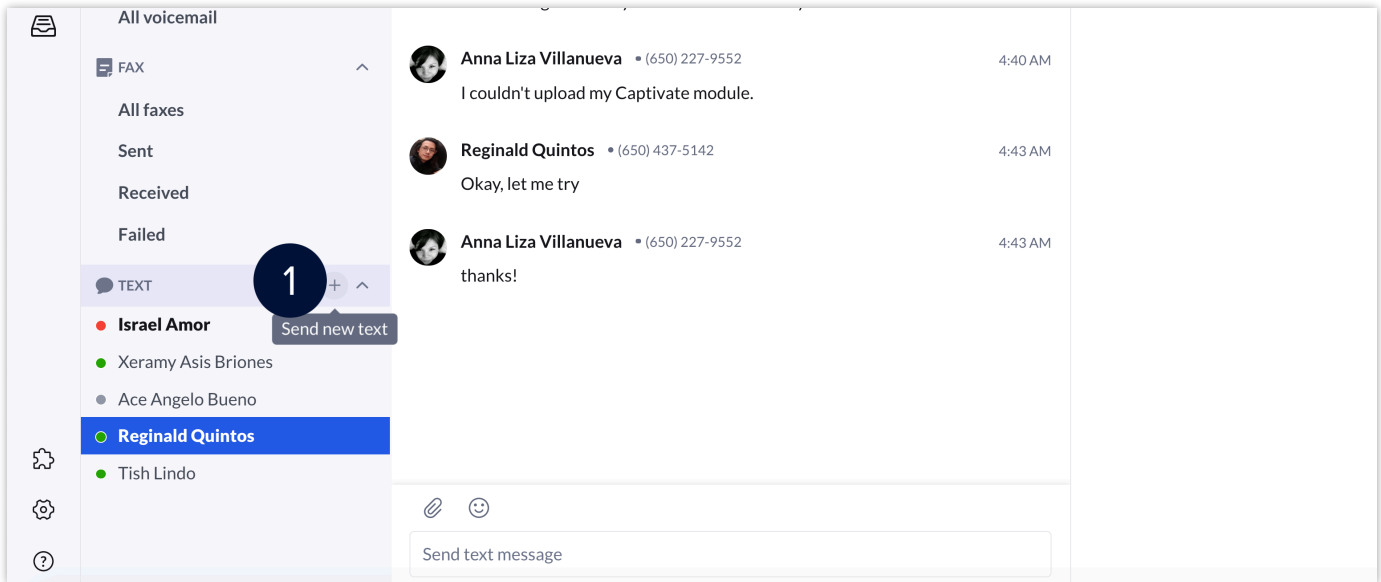
SENDING A TEXT MESSAGE

There are two ways you can send a text message in the RingCentral app:

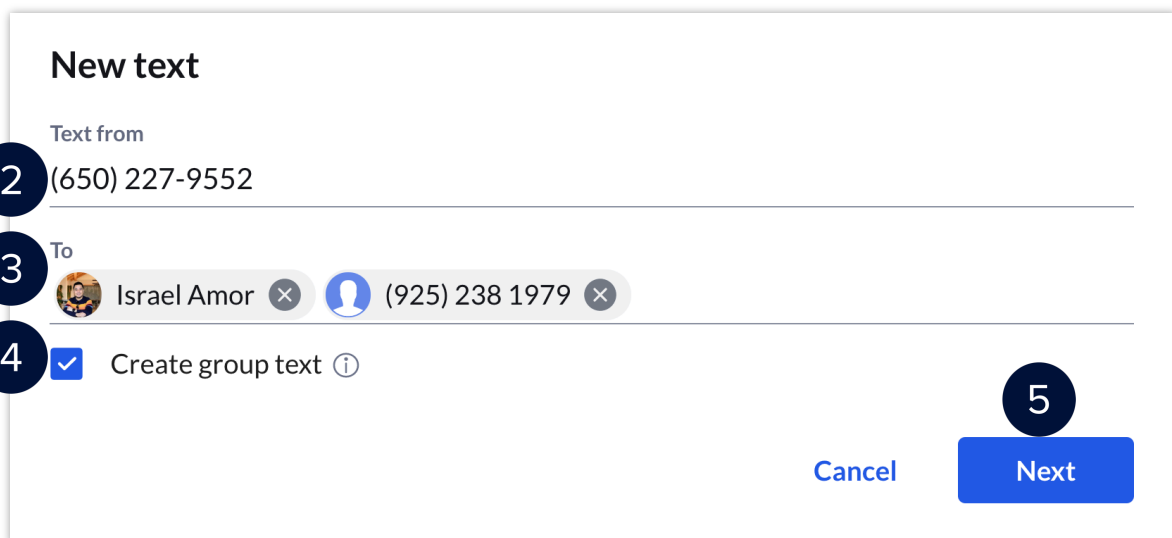
- Send a text message via the **Send new text** button in the Phone menu.
- Send a text message via the **New actions** button at the top right.

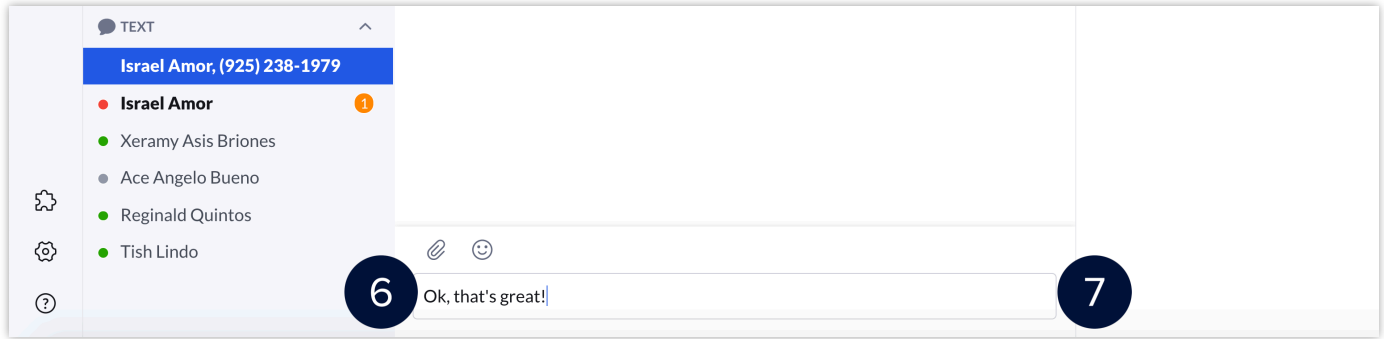
One way you can send a text message is via the **Send new text** quick creation button found in the **Phone** menu. To send a new text message using this method, follow these steps:

1. Click **Send new text**.



2. If there are several SMS-enabled phone numbers assigned to your extension, choose the appropriate one in the **Text from** field.
3. Type the name or phone numbers of your preferred message recipients in the **To** field.
Note: You can just type their names, if they are part of your organization.
4. Tick the **Create group text** option to send a group text message.
Note: Uncheck this option to send the text message to each contact individually. You can send a group text to a maximum of 10 people.
5. Click **Next**.
6. Type your message in the message field.
7. Press Enter/Return to send the message.





Another way of sending a text message is via the **New Actions** button. To do this, follow these steps:

1. Click the **New Actions** plus button at the top right.
2. Select **Send new text from** the drop-down menu.

Note: Repeat the same steps detailed above to complete this process.

