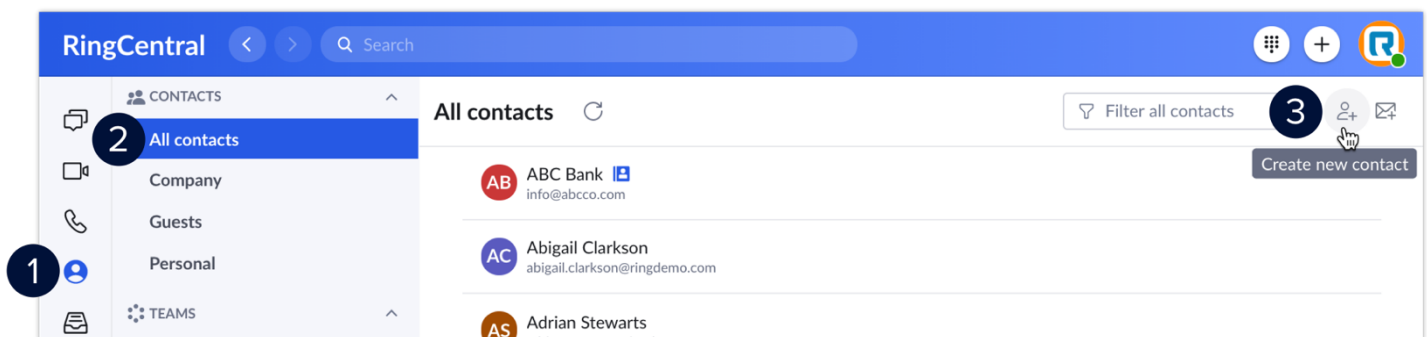


# RINGCENTRAL APP: ADDING CONTACTS

Adding contacts in the RingCentral app is easy and straightforward, making connecting with clients and business partners a quick and painless experience. Follow these steps to learn how to complete this process:

1. Click **Contacts**.
2. Select **All contacts**.
3. Click **Create new contact**.
4. Complete the new contact's details.
5. Select your preferred contact source in the Source drop-down menu. You can choose to use your Microsoft or Google account as a contact source, if you have them synchronized with your RingCentral app.
  - a. Click **Expand** to enter additional contact details, like address, birthday, or webpage.
6. Click **Save** to finish.



The screenshot shows the 'Create new contact' form. The form has a title 'Create new contact' and a circled '4' next to it. The form fields are: 'First name' (Allen), 'Last name' (Davis), 'Company' (ABC Company), 'Title' (Managing Director), 'Email' (adavis@abcco.com), 'Phone number' (6157829123), and 'Label' (Business). Below the form is a 'Source' dropdown menu with 'RingCentral (default)' selected and a circled '5' next to it. At the bottom left is an 'Expand' button with a circled 'a' next to it. At the bottom right are 'Cancel' and 'Save' buttons, with a circled '6' next to the 'Save' button.