

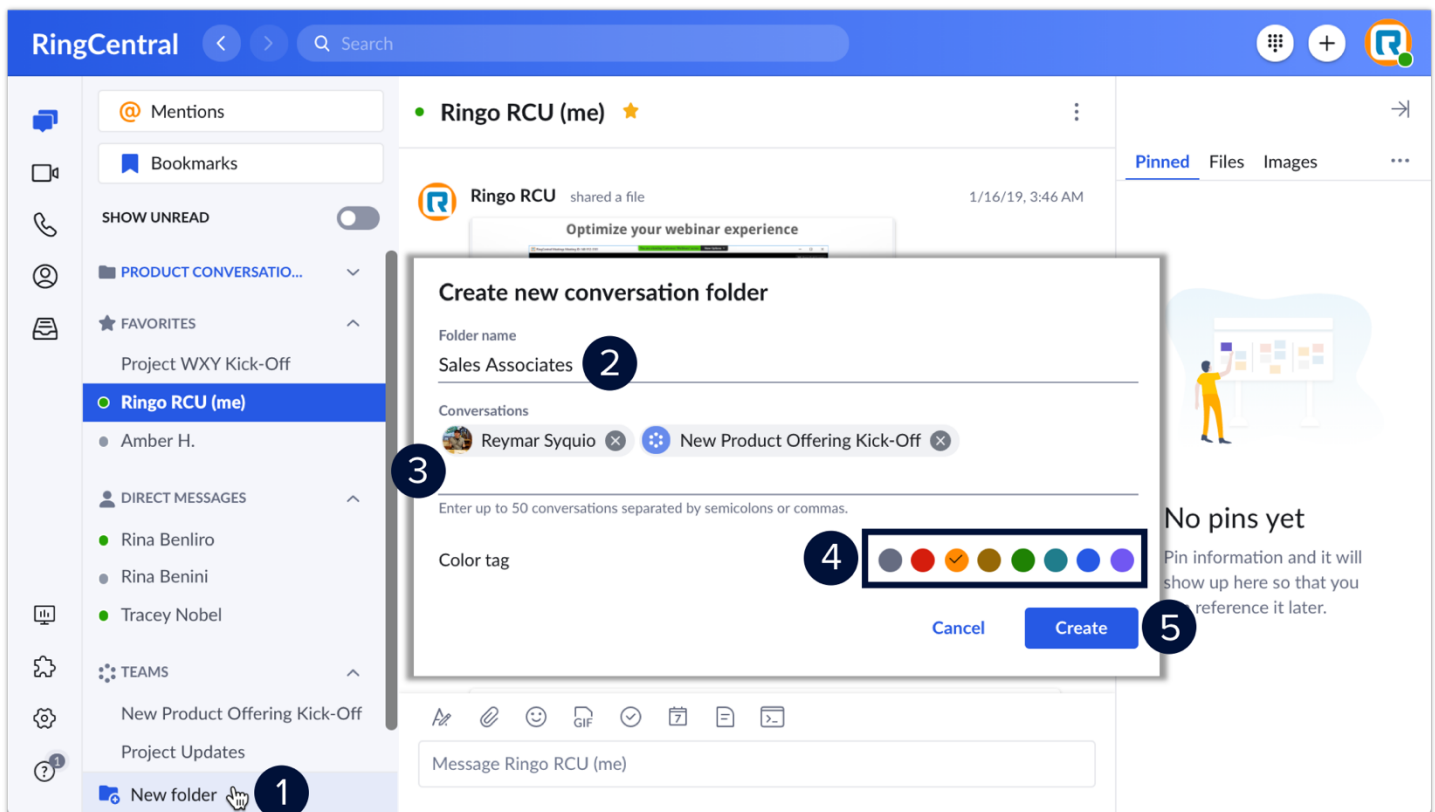
# RINGCENTRAL APP: USING PERSONAL FOLDERS

The RingCentral app allows you to create personal folders to sort your messaging conversations, helping you easily access the right conversations by giving you the power to arrange them in folders that you label. This job aid covers how to use this feature.

## CREATING A NEW PERSONAL FOLDER

Follow these steps to create a new Personal Folder:

1. Click **New Folder**.
2. Type your preferred **Folder name**.
3. Type the names of the individual, group, or team conversations you want to include in this folder.
4. Select a **Color tag** for this Personal Folder; this helps you easily identify it.
5. Click **Create** to finish.



## MOVING A CONVERSATION TO A PERSONAL FOLDER

You can freely move any of your individual, group, or team conversations to a new or existing Personal Folder. Follow these steps:

1. Select your preferred conversation.
2. Click **More**.
3. Select **Move conversation to**, then you can either:
  - a. Create a new Personal Folder.
  - b. Select an existing Personal Folder.

