

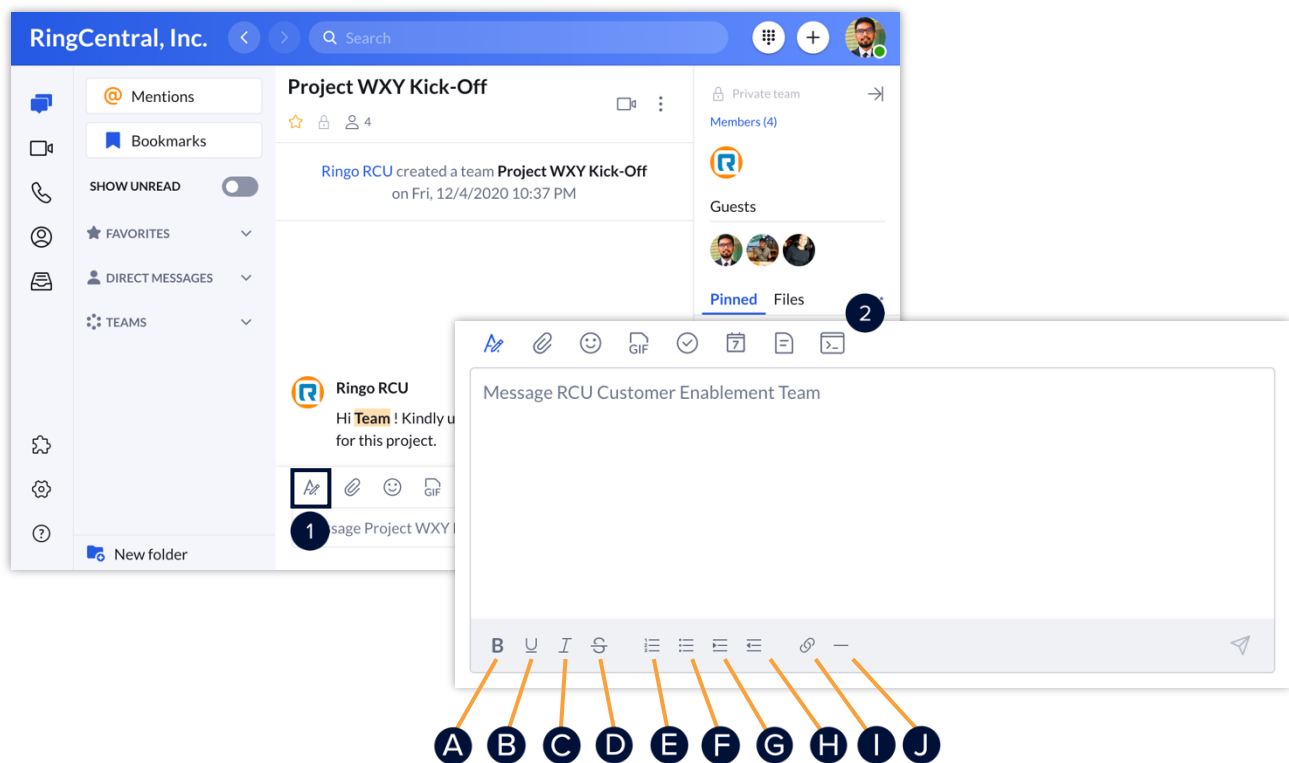
# RINGCENTRAL APP FOR DESKTOP: ENHANCED MESSAGING - USING THE MESSAGING TOOLBAR

Within an individual, group, or team conversation, you have several options to enhance your messaging experience. This job aid covers the built-in features within RingCentral app conversations.

## CHANGE THE FORMAT OF YOUR MESSAGE

Use the text format toolbar to change the font size, font color, text alignment, lists, and the like.

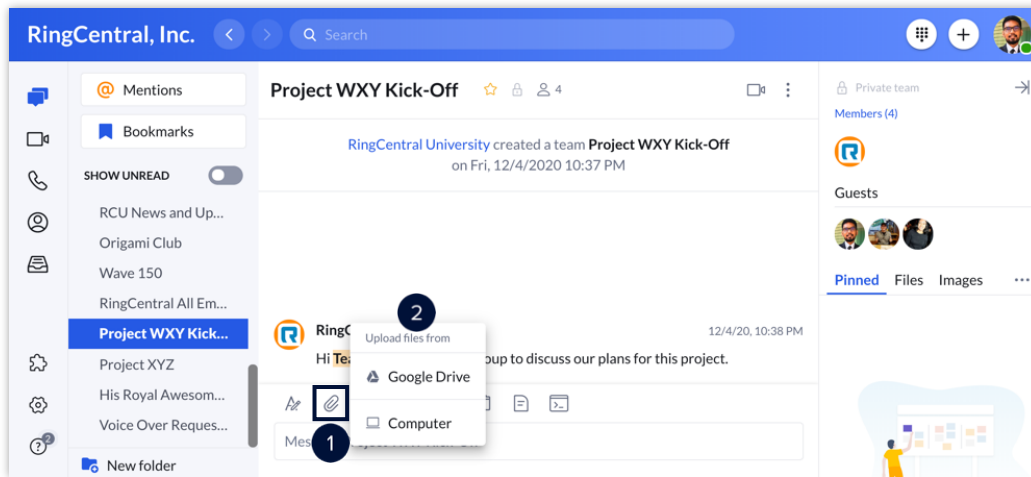
1. Click **Format message**.
2. Use the following options to format your message:
  - A. Bold
  - B. Underline
  - C. Italic
  - D. Strikethrough
  - E. Numbered list
  - F. Bulleted list
  - G. Increase indent
  - H. Decrease indent
  - I. Insert link
  - J. Insert horizontal line



## ATTACH A FILE TO A MESSAGE

Different files can be attached to a message – typically used as a simple way to share documents, video files, and images.

1. Click **Attach file**.
  2. Click **Computer** to upload files from your computer or **Google Drive** to upload files from cloud storage.
- Note:** You can also drag and drop files directly into a conversation from your computer.

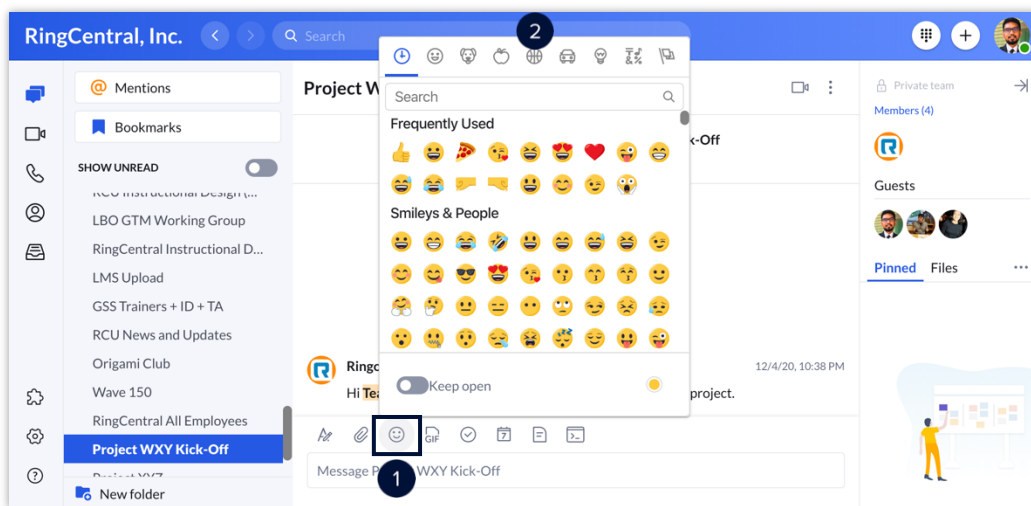


## USE EMOJI AND GIF OPTIONS

Use emojis and GIFs in a conversation. These features allow you to react to messages and add character.

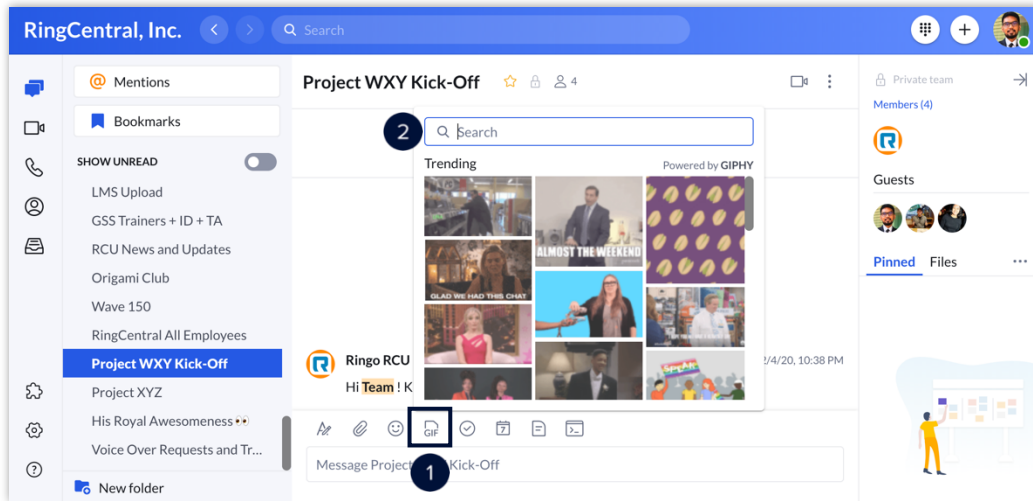
To add an emoji:

1. Click **Emoji**.
2. Select your preferred emoji.



To add a GIF:

1. Click **Share a GIF**.
2. Search for GIFs using the search bar or select from the available GIFs in the preview window.

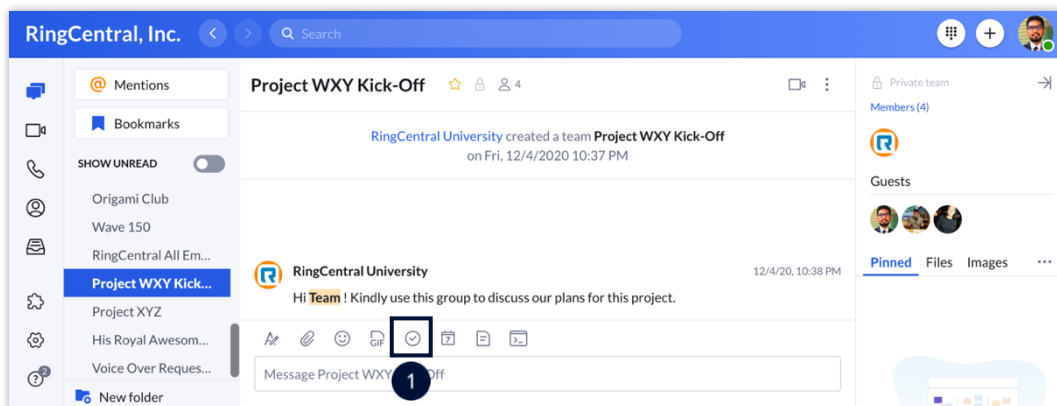


## CREATE AND ASSIGN TASKS WITHIN A CONVERSATION

Create and assign tasks to collaborate with colleagues and keep track of projects.

1. Click **New task**.
2. Fill out the following fields (as appropriate):
  - A. **Task title** – Enter the task name. (Required)
  - B. **Category** – Enter the task category.
  - C. **Assignees** – Set the task assignees.
  - D. **Start Date** – Set the start date.
  - E. **Due Date** – Set the due date.
  - F. **Due Time** – Set the due time.
  - G. **Repeat** – Set the task reoccurrence.
  - H. **Complete when** – Set the completion condition.
  - I. **Color tag** – Select a task color.
  - J. **Enter task description** – Enter the task description.

**Note:** You can also attach files, add links, and add emoji in the description.
3. Click **Post and close** to go back to the conversation window or **Post and new** to create a new task.



**2**

**A** Task title  
Enter task title

Team  
Project WXY Kick-Off

**B** Category  
Select category

**C** Assignees  
Enter names [Add all \(4 members\)](#)

**D** Start date  
Pick a date

**E** Due date  
Pick a date

**F** Due time  
Pick a time

**G** Repeat  
None

**H** Complete when  
Checked

Color tag

**J** Enter task description

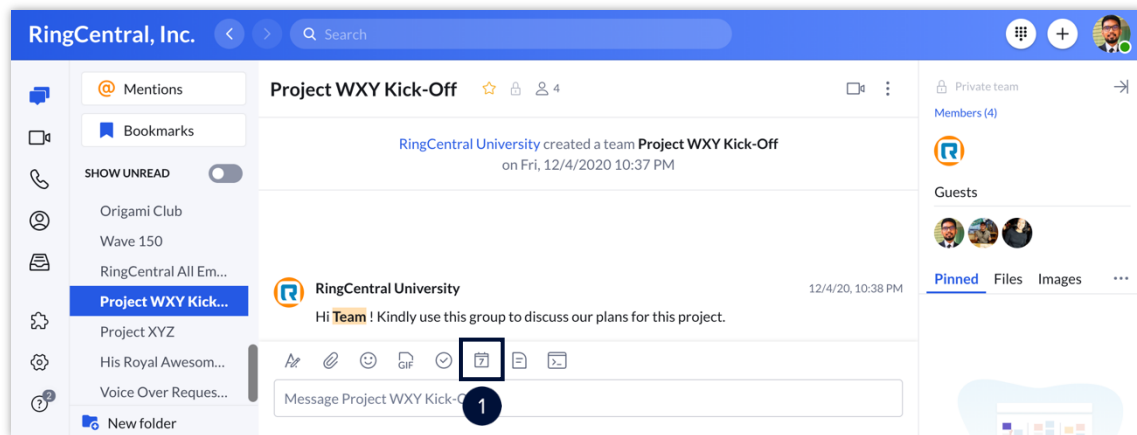
**3**

Cancel Post and new Post and close

## CREATE AN EVENT WITHIN A CONVERSATION

Keep up to date with your meetings and schedule by adding entries to the RingCentral app calendar by creating events.

1. Click **New Event**.
2. Fill out the following fields:
  - A. **Event title** – Enter the task name.
  - B. **Start date** – Set the start date.
  - C. **End date** – Set the end date.
  - D. **Start time** – Set the start time.
  - E. **End time** – Set the end time.
  - F. **Repeat** – Set the event reoccurrence.
  - G. **Location** – Set the event location.
  - H. **Color tag** – Select an event color.
  - I. **Enter event description** – Enter the event description.
3. Click **Create**.



**2**

**A** Event title  
Enter event title

All day

**B** Start date  
2/26/2021

**D** Start time  
03:00 AM

**C** End date  
2/26/2021

**E** End time  
04:00 AM

**F** Repeat  
None

**G** Location  
Enter location

Color tag **H** [Color selection icons]

**I** Enter event description

Cancel Create **3**

## CREATE A NOTE WITHIN A CONVERSATION

Use notes to draft and post relevant information that everyone in the conversation can edit.

1. Click **New note**.
2. Enter a title and draft the note.
3. Click **Post to** icon to finish.

RingCentral, Inc. Search

Project WXY Kick-Off

Ringo RCU created a team Project WXY Kick-Off on Fri, 12/4/2020 10:37 PM

Ringo RCU 12/4/20...  
Hi Team! Kindly use this group to discuss our progress for this project.

Message Project WXY Kick-Off **1**

**2**

Reminder

Normal B U I S A [Formatting icons]

Please send the weekly report before EOB. Thanks!

**3**

## USE THE @MENTION FEATURE

Draw attention to someone to let them know they were called out. Use the @mention feature by typing @ and their name. You can also type @team to notify all the members within a team conversation.

