

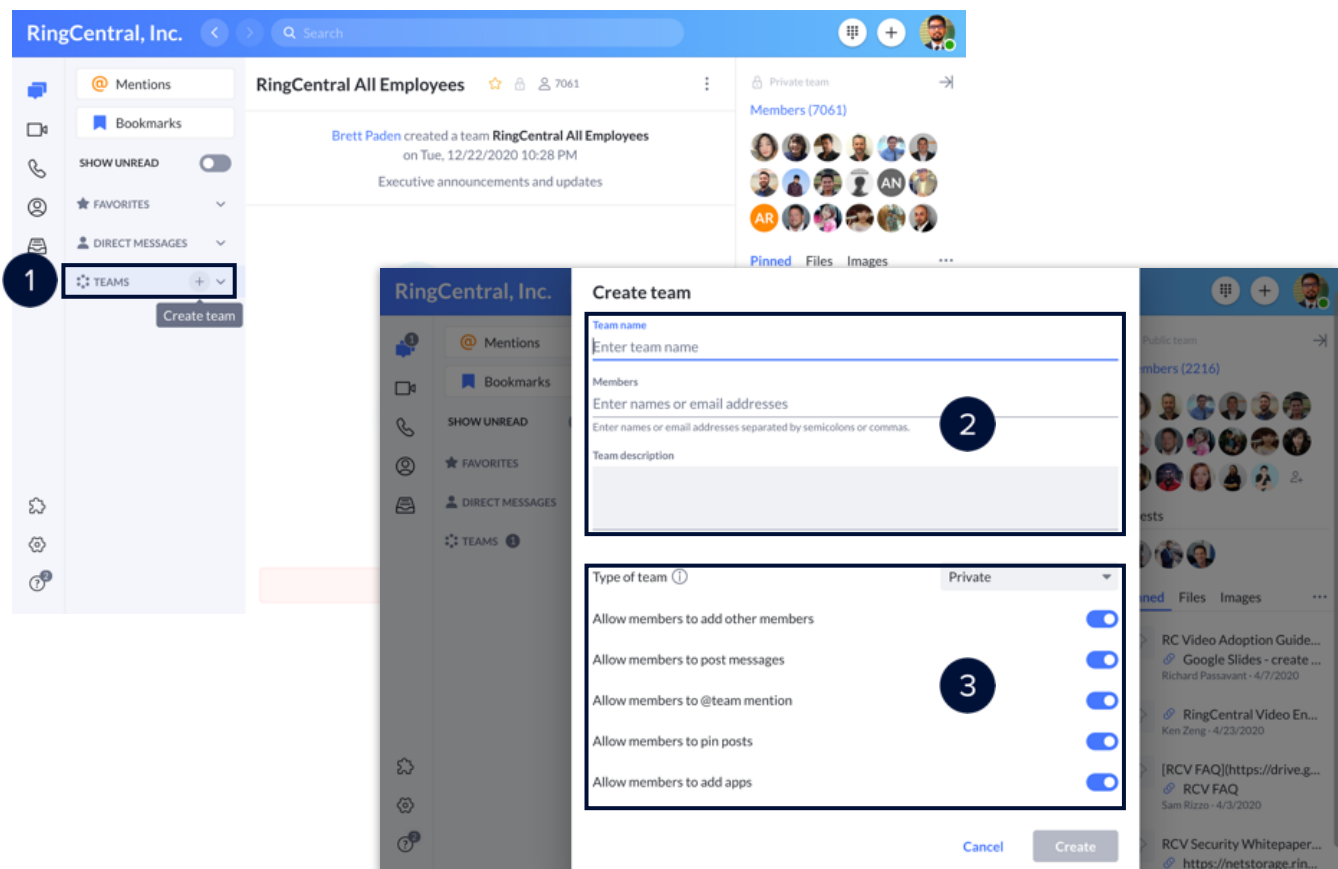
RINGCENTRAL APP: GETTING THE MOST OUT OF THE RINGCENTRAL APP

The RingCentral app does more than enable virtual meetings. It lets you organize workflows with team messaging, file sharing, and task management. Team collaborations are easier and more personal with audio and video. Let's show you some of the most important functions of the RingCentral app that let you efficiently work, learn, and communicate with others.

CREATE TEAMS FOR INTERNAL AND EXTERNAL GROUPS

Enable collaboration, share agendas, and bring everyone together in teams.

1. Click **Create team**.
2. Enter the team name, members, and team description.
3. Customize the team permissions.

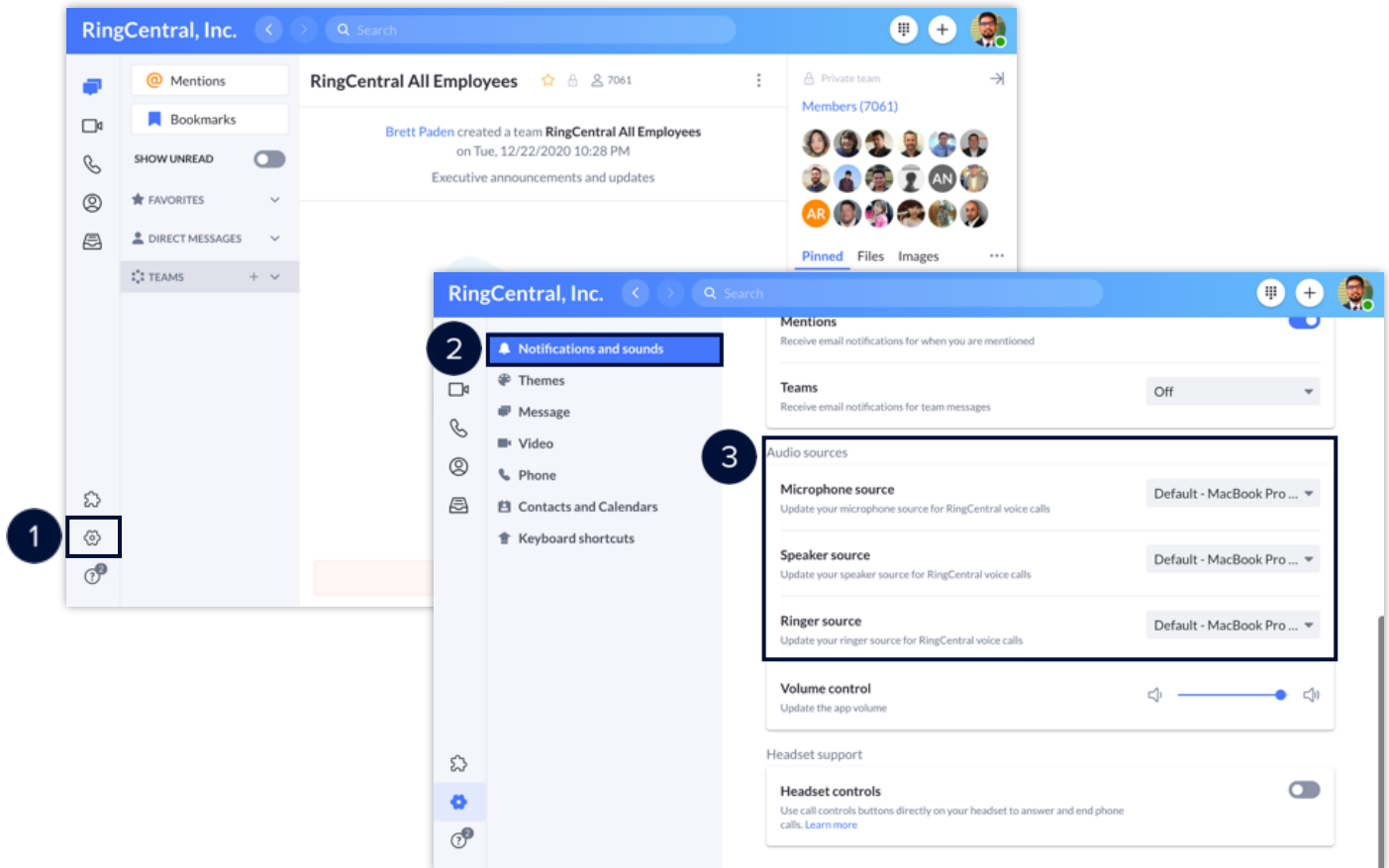


CHANGE AUDIO SOURCES

Switch your speaker and microphone audio sources at any time within the app to improve communication and customize your audio experience.

1. Click **Settings**.
2. Click **Notifications and sounds**.
3. Select the **Microphone**, **Speaker**, and **Ringer** sources.

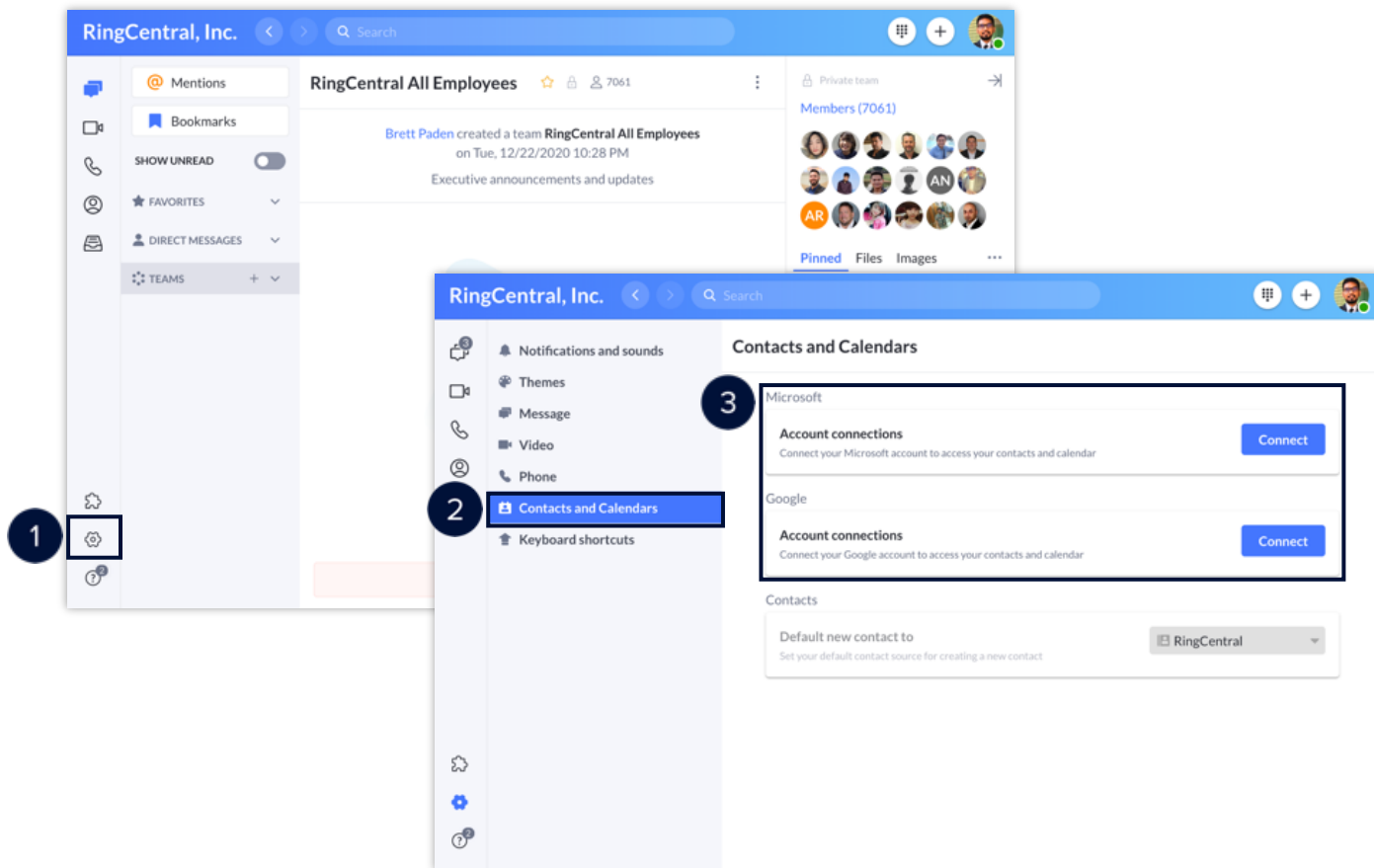
Note: If you are using a supported headset, toggle **Headset controls** on to use the buttons directly on your headset.



CONNECT YOUR CONTACTS AND CALENDARS

Connect your Microsoft or Google contacts and calendars to view and join upcoming meetings on your RingCentral app.

1. Click **Settings**.
2. Click **Contacts and Calendars**.
3. Choose between Microsoft or Google, then click **Connect**.



INTEGRATE THIRD-PARTY APPS

The app integration feature lets you integrate third-party apps with the RingCentral app to access services and features from other applications that your organization uses, making your daily workflow more efficient.

1. Click **Apps**.
2. Click **Discover apps** to see a list of supported apps.
3. Hover on the desired app and click **Add**.
4. Click **Finish**.

