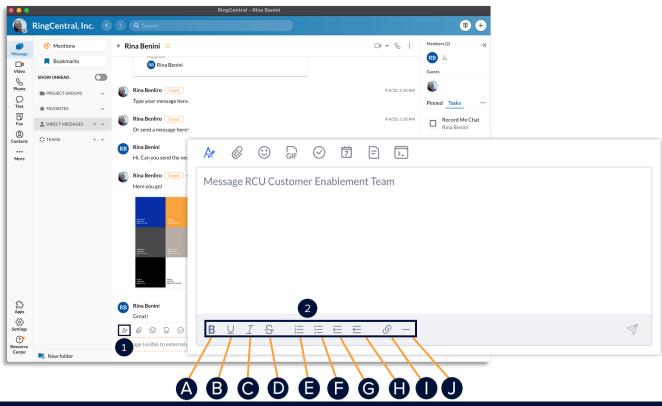
RINGCENTRAL APP FOR DESKTOP: ENHANCED MESSAGING -USING THE MESSAGING TOOLBAR

Within an individual, group, or team conversation, you have several options to enhance your messaging experience. This quick guide 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

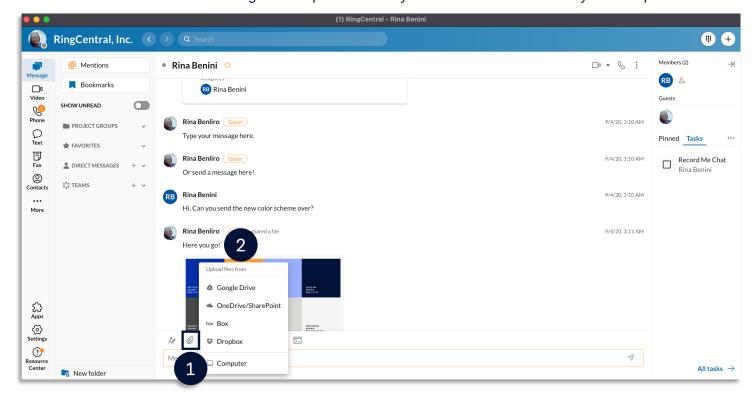


ATTACH A FILE TO A MESSAGE

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.

 Click Computer to upload files from your computer or choose from Google Drive, OneDrive/SharePoint, Box, or Dropbox 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.

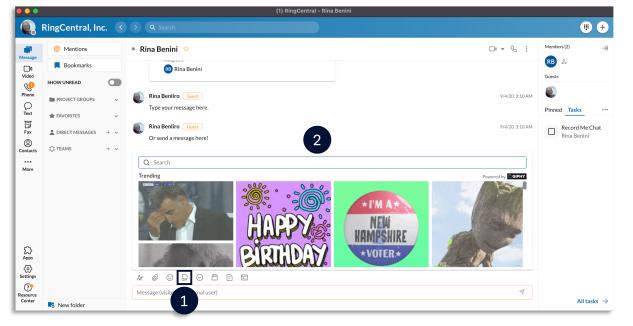
To add an emoji:

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

•••	(1) RingCentral - Rina Benini					
	RingCentral, Inc.		# +			
Message	@ Mentions	• Rina Benini 🌣 🗆 🗆 🕫	Members (2) →			
d Video	Bookmarks	Rina Benini	RB ≥+ Guests			
Phone	SHOW UNREAD	Rina Benliro Cuest 2 9/4/20,3:10 AM				
O Text	PROJECT GROUPS	Type your message here.	Pinned Tasks			
Fax	★ FAVORITES ✓ ▲ DIRECT MESSAGES + ✓	(ii) (iii) (iiii) (iiii) (iiii) (iiiii) (iiiii) (iiii) (iii) (i	Record Me Chat			
© Contacts		Orse Search Q Frequently Used	Rina Benini			
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To add a GIF:

- 3. Click Share a GIF.
- 4. Search for GIFs using the search bar or select from the available GIFs in the preview window.



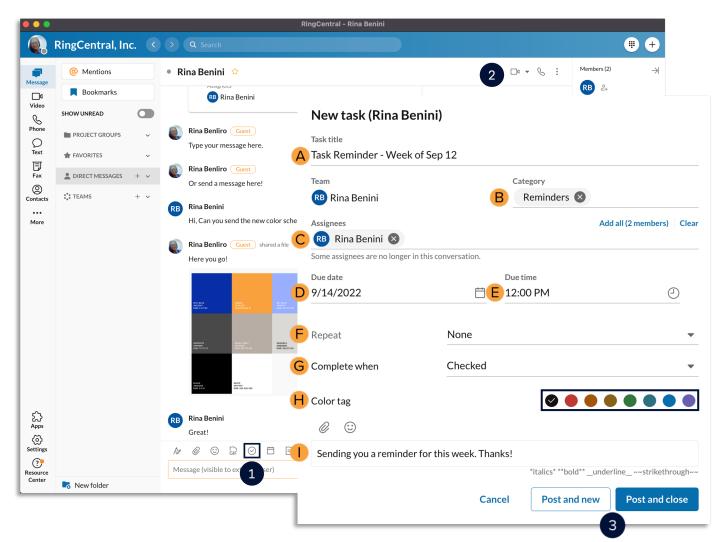
CREATE AND ASSIGN TASKS WITHIN A CONVERSATION

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 Time Set the due time.
 - f. Repeat Set the task reoccurrence.
 - g. Complete when Set the completion condition.
 - h. Color tag Select a task color.
 - i. Enter task description Enter the task description.

Note: You can also attach files, add links, and add emoji in the description.

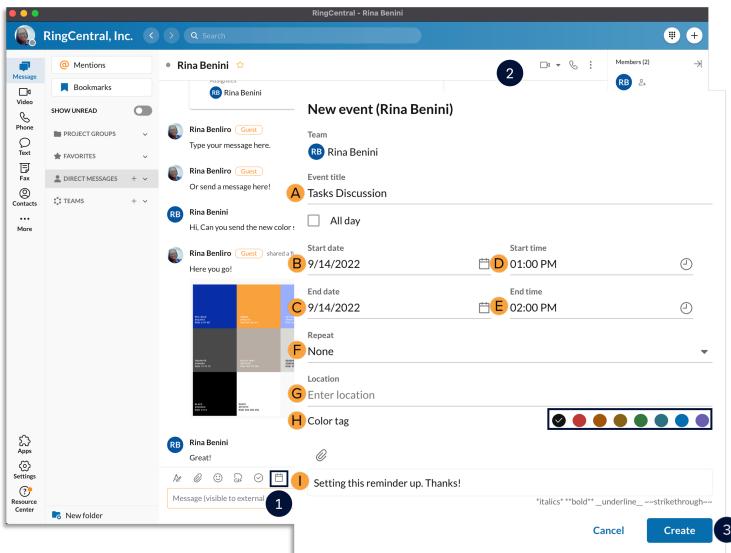
3. Click **Post and close** to go back to the conversation window or **Post and new** to create a new task.



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.

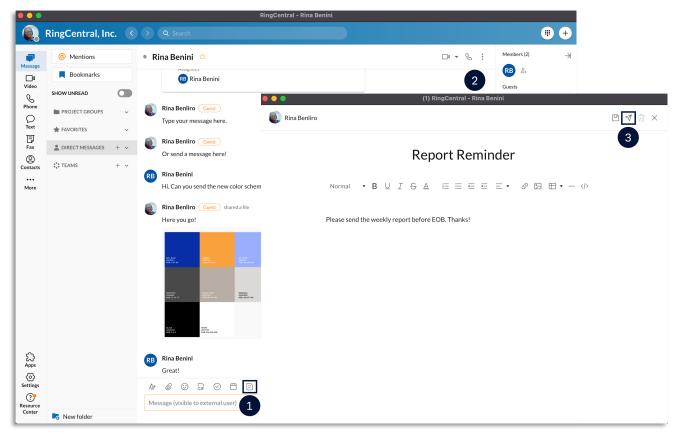
- 1. Click New Event.
- 2. Fill out the following fields:
 - A. **Event title** Enter the task name.
 - B. **Start date** Set the start date.
 - C. End date Set the end date.
 - D. Start time Set the start time.
 - E. End time Set the end time.
 - F. **Repeat** Set the event reoccurrence.
 - G. Location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



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 the **Post to** icon to finish.



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.

• Rina Benini 😭	□• - & :	XYZ Team 🍄 🗄 😂 3	□: • :
Description		Rina Benliro created a team XYZ Team on Tue, 9/13/2022 2:30 PM	
Rina Benliro Guest created an event	9/4/20, 3:12 AM	A 1997	
Use the new CS moving forward Date and time Fri, Sep 4, 2020 4:00 AM - 5:00 AM Fri, Mar 26, 2021			-
Rina Benliro Guett uburda filo		Get started!	
		Tram (notify everyone)	
@mention someone		RB Rina Benini	
RB Rina Benini		😵 Ringo RCU	1
@	7	(4)	4