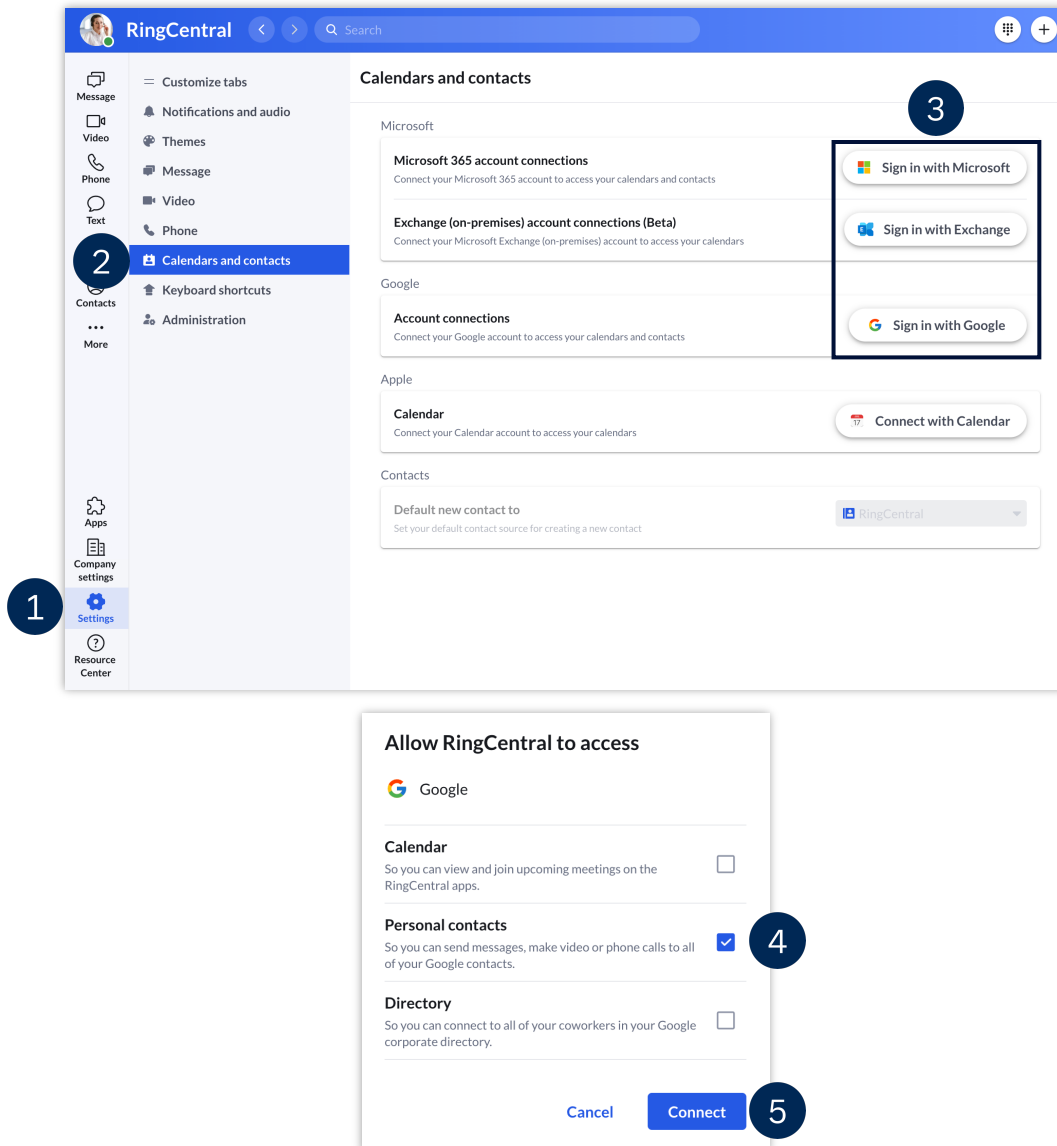


# RINGCENTRAL APP: SYNCHRONIZING YOUR GOOGLE AND MICROSOFT CONTACTS

You can synchronize your Microsoft Outlook or Google contacts to your RingCentral app. This feature makes it easier for you to connect with the people inside or outside your organization. To synchronize your Microsoft Outlook or Google contacts, use the following steps:

1. Click **Settings**.
2. Click **Calendars and contacts**.
3. Click Sign in with Microsoft, with Exchange, or with Google.
4. In the Connect contacts and calendar window, check **Contacts**.
5. Click **Connect**.
6. Follow the sign in process for your Google or Microsoft account to finish and allow access.



# VIEWING YOUR CONTACTS

To access your synchronized contacts, do the following steps:

1. Click **Contacts**.
2. Click **Personal**.

Note: Your contacts are tagged with a Google or Microsoft icon to indicate their source.

3. Hover your mouse over a specific contact to see your available actions or click to view more details.
  - a. **Phone** – Calls the contact.
  - b. **Text** – Sends an SMS to the contact.
  - c. **Open profile** – Opens the contact’s profile and allows you to edit it.  
Note: Any changes made on the contact details reflect on your Google or Microsoft account.
  - d. **Invite by text** – Sends a SMS invite to the contact to join your organization’s RingCentral app as a guest.
  - e. **Delete** – Deletes the contact.

