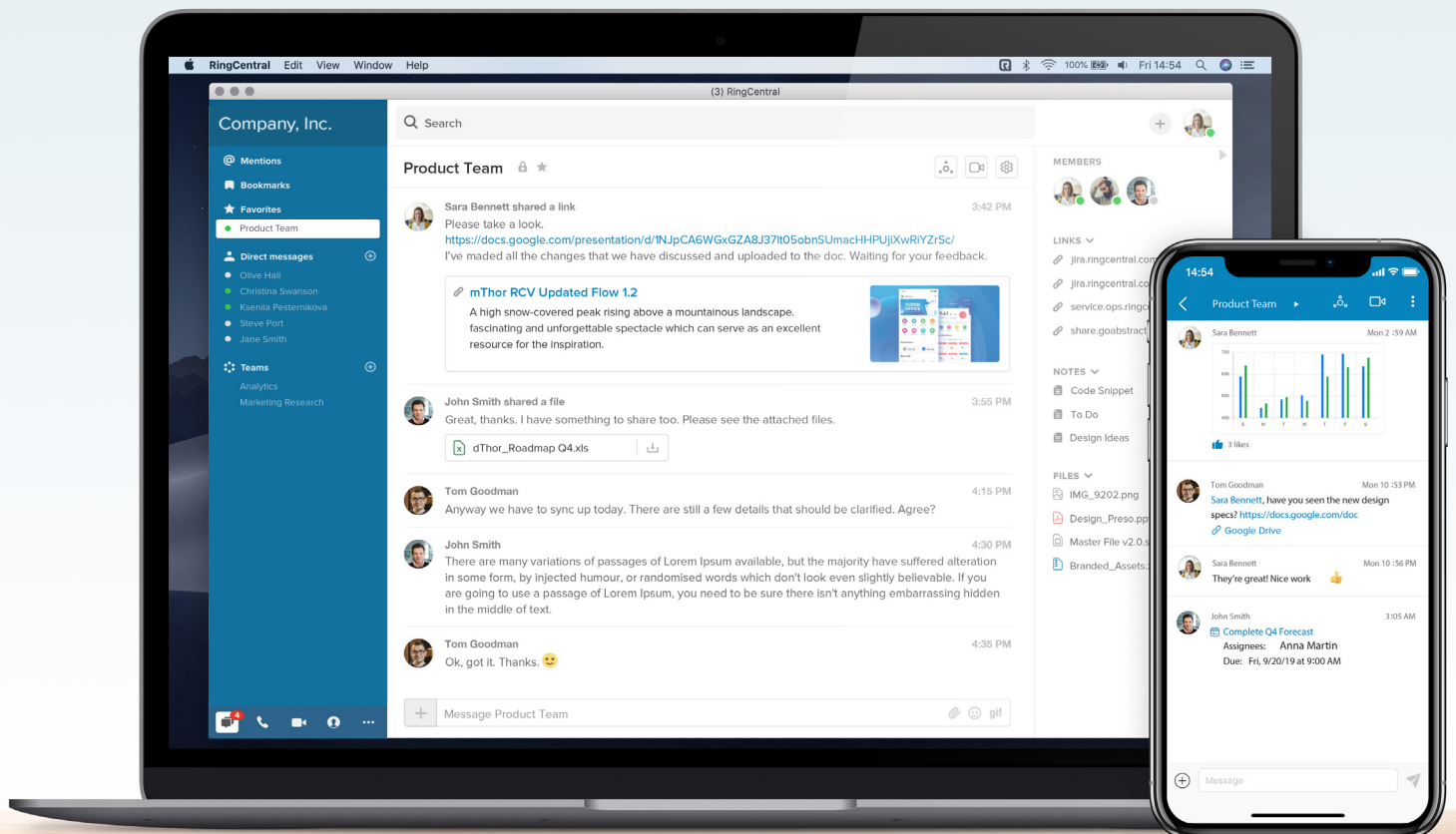


# Getting Started Guide for RingCentral App Users

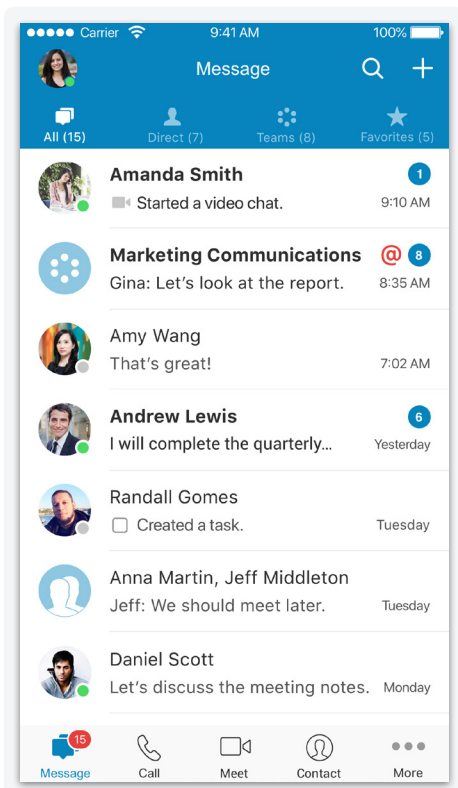
This guide is designed to help you get started with the RingCentral app, walking you through how to make calls, send messages, and start meetings on both mobile and desktop.






## How to use your RingCentral app for iOS

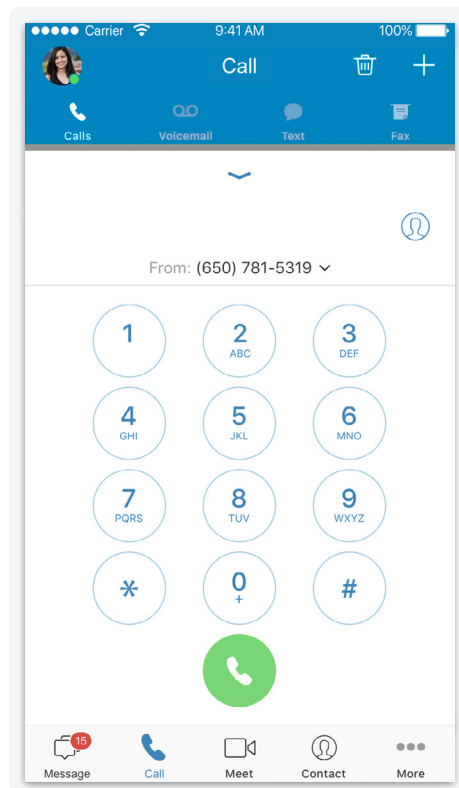
Work on the go with all-in-one team messaging, calling, video meetings, faxing, and more using your mobile devices.


### Message



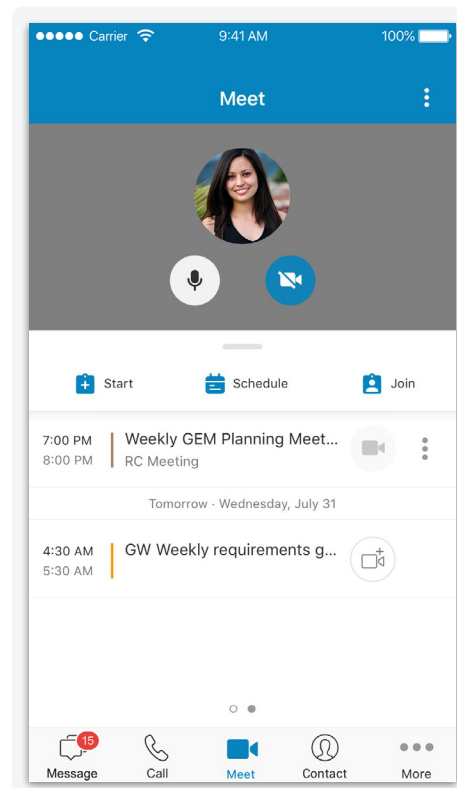
- Tap the  icon from the bottom navigation.
- Tap the conversation you want to join or view or start a new conversation by entering a name in the **Search** bar.
- Type your message in the conversation pane or tap the  icon on the left to share files, create new tasks, and more.
- Send a text message by tapping the  icon in the top right of your Message tab and select **New Text**.


### Call



- Tap the  icon twice from the bottom navigation to make your call.
- Within the phone tab, view call history, voicemail, and faxes.

### Meet



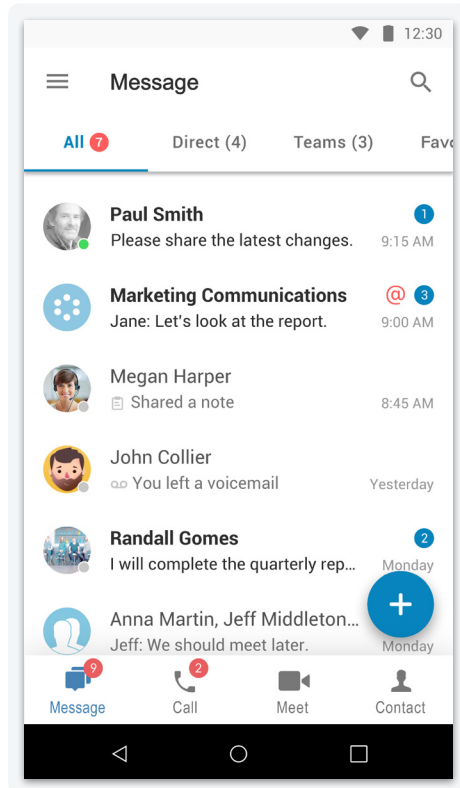
- Tap the  icon from the bottom navigation.
- **Start**, **Schedule**, or **Join** a meeting from within the app.
- Once you're in a meeting, you can also share your screen or tap on **More** to record.
- Connect your calendar to view your upcoming events and meetings. To connect your calendars, go to **Settings > Calendar Sync**.



Download apps at [ringcentral.com/downloads](https://ringcentral.com/downloads).

## How to use your RingCentral app for Android

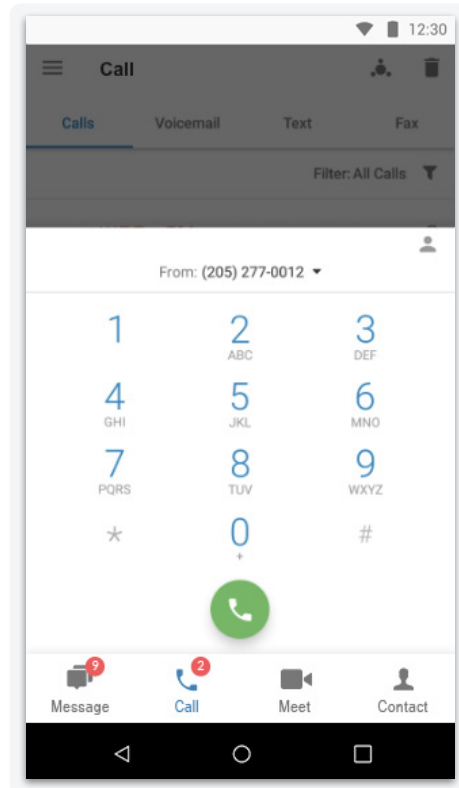
Take all-in-one team messaging, calling, file sharing, faxing, and more with you anywhere using your mobile devices.



### Message



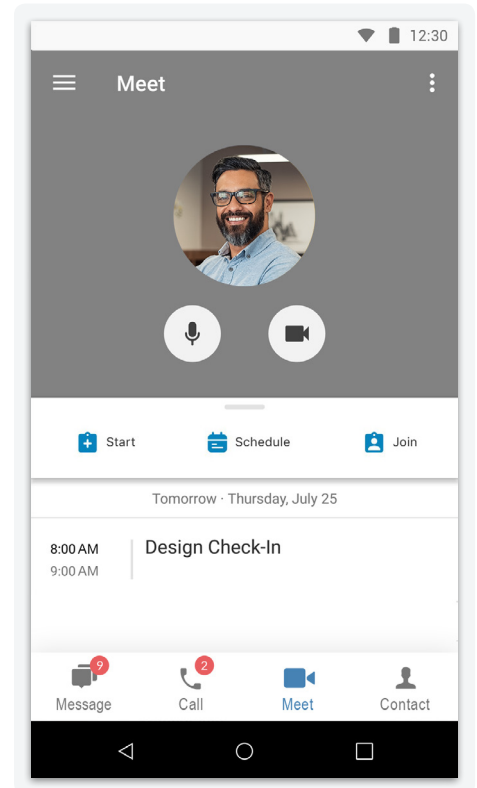
- Tap the  icon and select the conversation you want to join or view.
- Start a new conversation by entering a name in the **Search** bar.
- Send a text message by tapping the  icon in the bottom right corner and select **New Text**.


### Call



- Tap the  icon and then the  icon to make a call.
- Within the phone tab, view call history, voicemail, and faxes.

### Meet

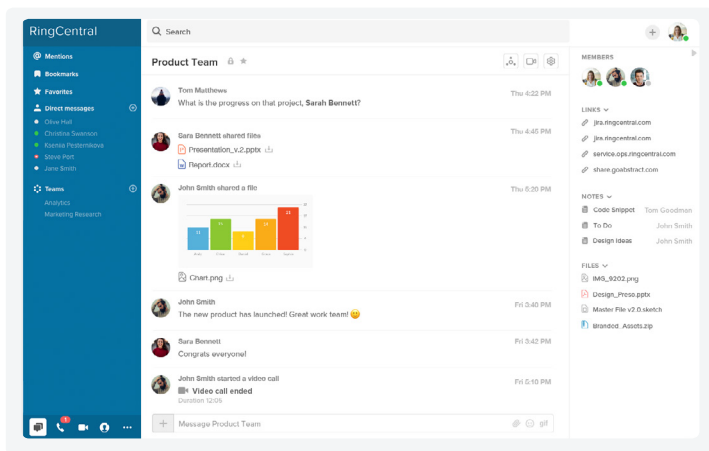


- Tap the  icon to **Start**, **Schedule**, or **Join** a meeting from within the app.
- Once you're in a meeting, you can also share your screen or tap on **More** to record.
- Connect your calendar to view your upcoming events and meetings. To connect your calendar, go to **Settings** > **Calendar Sync** > **Select Calendar**.




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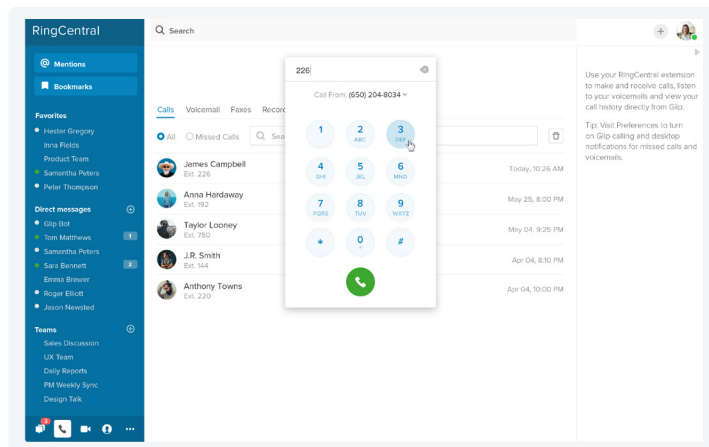
## How to use your RingCentral app for desktop

Collaborate with your colleagues and teams through all-in-one messaging, calling, SMS, video meetings, screen sharing, file sharing, tasks, integrations, and more.





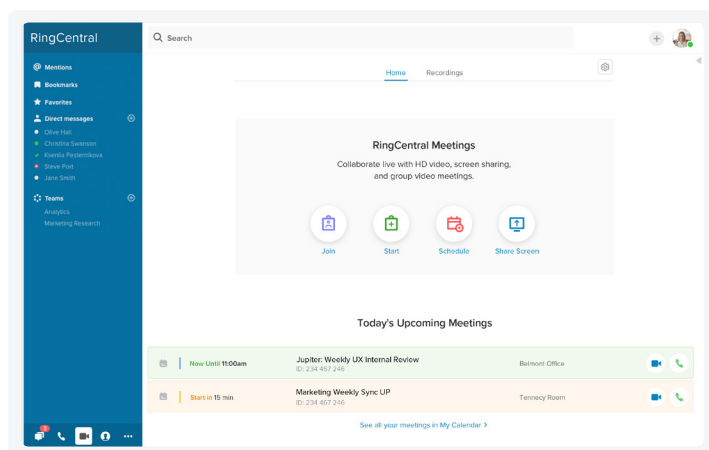
### Message

- Click the  icon on your dashboard.
- Join an existing conversation by selecting one under **Direct messages** or **Teams**.
- Start a new conversation by entering a name in the **Search** bar.
- Type your message in the conversation pane or click on the  icon on the left to share files, create new tasks, and more.
- Start a new text message by clicking the  icon next to your profile and selecting **New Text**.




### Call

- Click the  icon on your dashboard.
- Click the  icon to dial or type a name or number to make your call.
- View call history, check voicemails, faxes, and previous recordings.



### Meet\*

- Click the  icon on your dashboard.
- **Start**, **Schedule**, or **Join** a meeting from within the app or instantly **Share Screen** in a new meeting.
- Once you're in a meeting, you can choose to share your screen, chat with other participants, or click to record.
- Connect your Office 365 or Google Calendar to view all of your upcoming meetings in your Calendar tab.
- To connect your calendars, click on your **Profile > Preferences > Calendar**. Once connected, you can also enable **Calendar Presence**, which will show your "Busy" presence status with a red dot during meetings on your calendar.

\*While RingCentral Meetings is embedded as part of the RingCentral desktop app, users also have the option to access it from a stand-alone RingCentral Meetings app.