

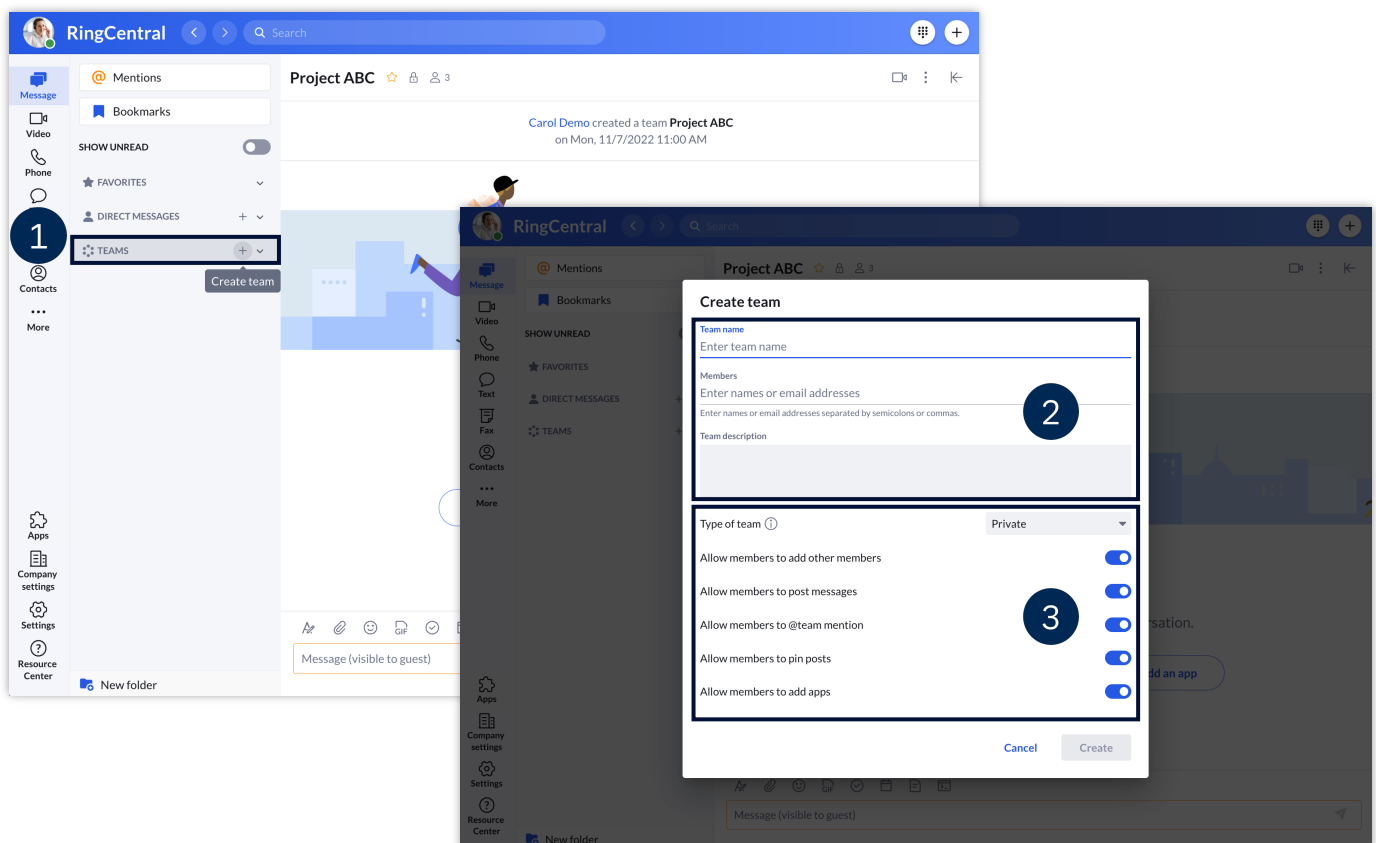
RINGCENTRAL APP: GETTING THE MOST OUT OF THE RINGCENTRAL APP

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.

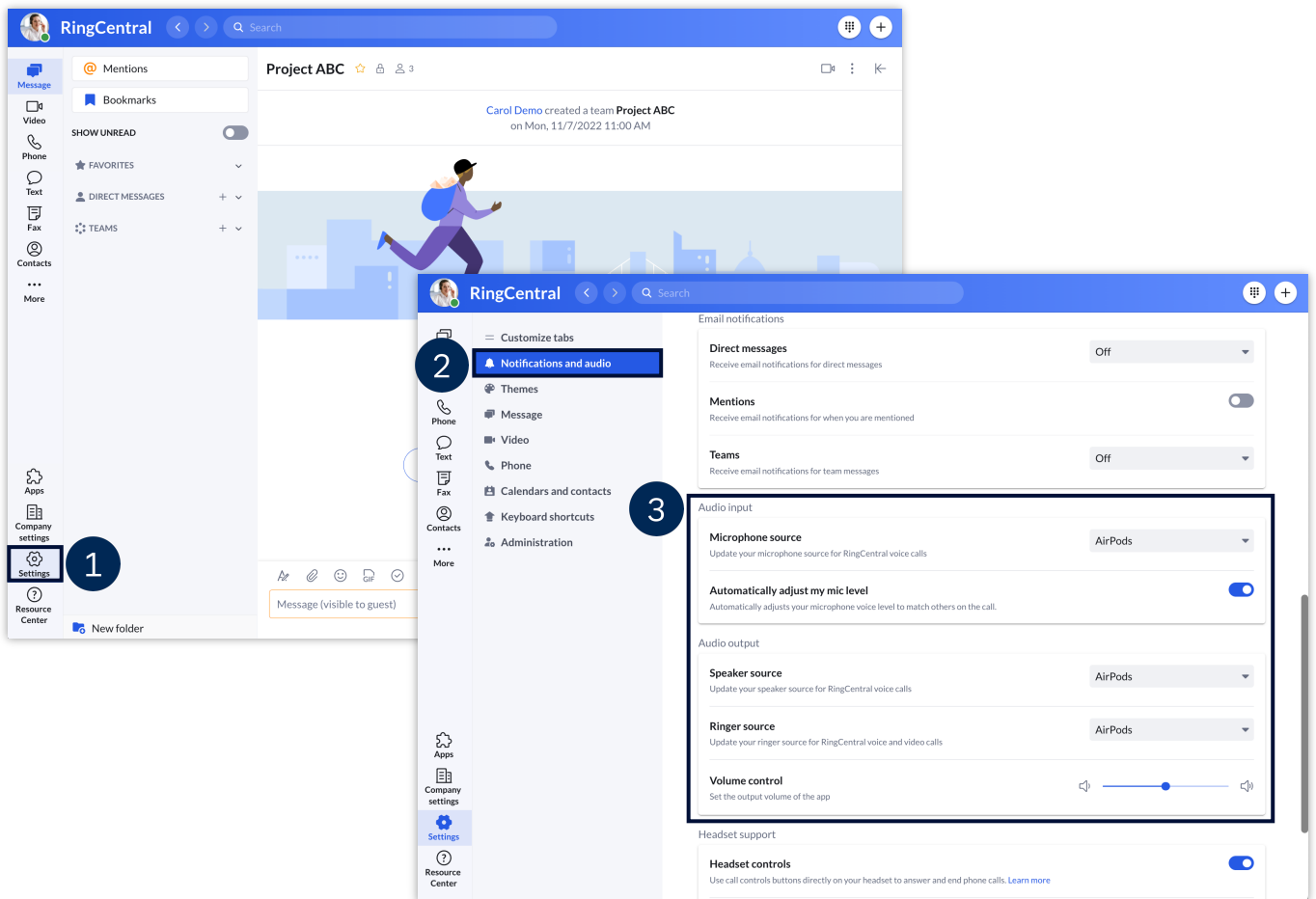


CHANGE AUDIO SOURCES

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 audio**.
3. Select the **Microphone**, **Speaker**, and **Ringer** sources.

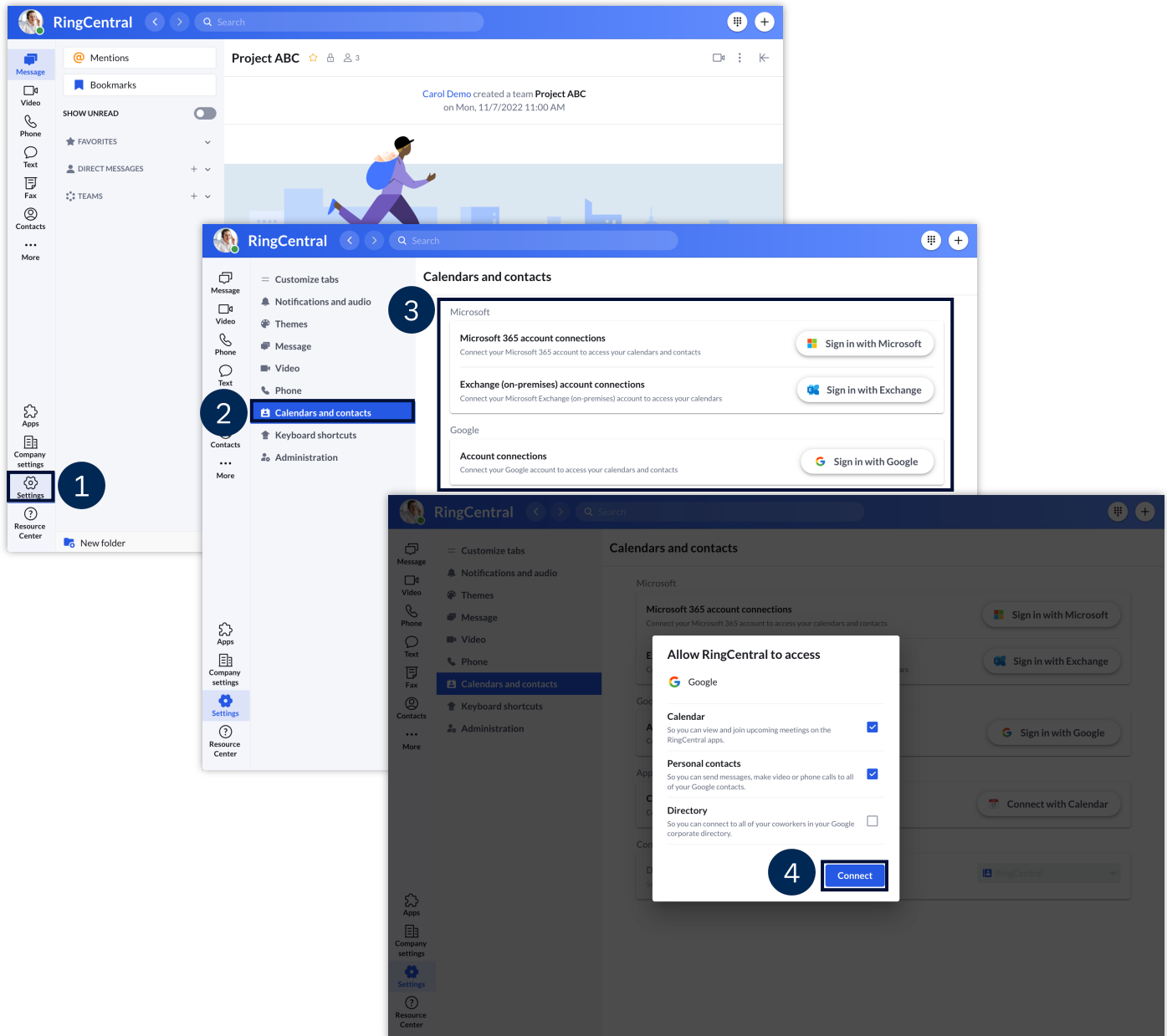
Note: If you are using a supported headset, set **Headset controls** to on to use the buttons directly on your headset.



CONNECT YOUR CALENDARS AND CONTACTS

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

1. Click **Settings**.
2. Click **Calendars and contacts**.
3. Choose the account to sync.
4. Select Calendar and Personal contacts, then click **Connect**.



INTEGRATE THIRD-PARTY APPS

The app integration feature lets you extend the capabilities of RingCentral products. The RingCentral app offers ready-to-use integrations and add-ins that can be accessed from within the app. Note that the app installation experience may vary per integration.

1. Click **Apps**.
2. Select from the **Discover apps** tabs to browse from the different app types. Select from the **Products** tabs to view the apps that you can integrate into Message, Video, and Phone.
3. Open the desired app and follow the installation instructions.

