

## **RingCentral**

### **RingCentral APP**

- Introduction to the RingCentral App
- Getting the Most Out of the RingCentral app
- Adding Contacts
- Synchronizing Your Google and Microsoft Contacts
- Configuring Important Settings
- Accessing Your Extension Settings
- Resetting Your Password

### **Message**

- Sending Team Messages
- Creating Teams
- Searching and Bookmarking Messages
- Enhanced Messaging – Using the Messaging Toolbar
- Updating Conversation Preferences
- Creating and Managing Tasks
- Using Personal Folders

### **Video**

- Video Meeting Basics
- Scheduling Through the Microsoft Outlook Add-In
- Avoiding Audio, and Video, Screen Sharing Pitfalls
- Recording Video Meetings
- Switching Video Meetings Between Mobile and Desktop
- Using the Call to Video Feature
- RingCentral Rooms: Hosting and Joining Video Meetings
- RingCentral Rooms: Using Video Meeting Controls
- RingCentral Rooms: Testing Audio Devices

### **Phone**

- Making Calls and Checking Voicemails Updating Your Voicemail Greeting
- Adding Callers
- Transferring Calls
- Using Call Flip
- Calling Using the RingOut Feature
- Setting Your Phone Preferences
- Starting Audio Conference Calls
- Forwarding Voicemail Messages to Email
- Using the Call Park Feature
- Configuring Your Extension's Call Handling and Forwarding Settings
- Setting Up Custom Answering Rules for Your Extensions



#### **Fax**

- Sending Faxes
- Receiving Faxes
- Handling Failed Faxes
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#### **Text**

- Sending Text Messages
- Texting Frequently Asked Questions

#### **Mobile**

- Mobile Basics