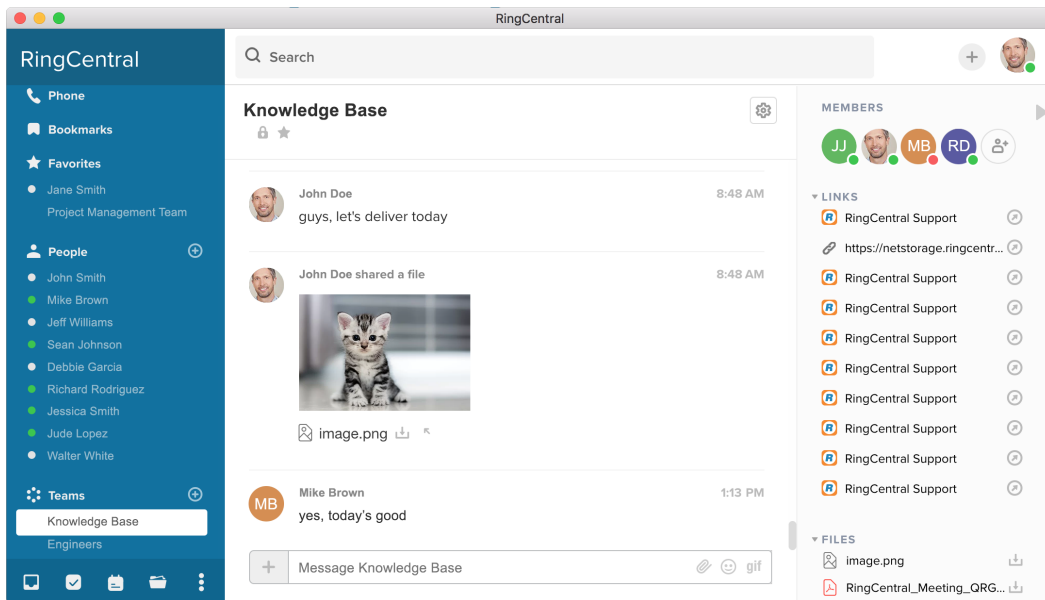


RingCentral (Glip) Quick Reference Guide



Dashboard – A summary of what you've got going on. There's a snapshot of your calendar for the current week and your task list, and a list of where you've recently been @mentioned.

Tasks – Shows all tasks assigned to you across all conversations and tasks you've assigned to yourself.

Calendar – This section shows all your team's events.

Files – Shows all files shared across all conversations.

More – Click to show additional options.

Integrations – Shows apps that can be integrated to the RingCentral app. Click on any of the apps to add it to an existing conversation or team.

Notes – Shows all notes that are shared across all conversations.

Links – Shows all links shared by people across all conversations

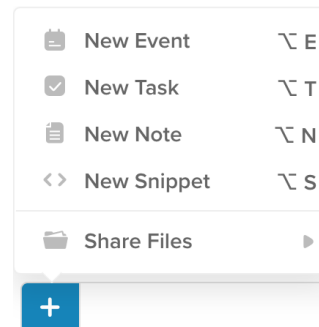
Phone – Lets you use your RingCentral extension to make and receive calls, listen to your voicemails and view your call history directly from the RingCentral app. The Telephony feature must be enabled to allow user to place outgoing call.

Bookmarks – Contains messages that have been marked as important. Click on the message to jump to where it was originally posted.

Favorites – Allows you to view your favorite Groups, People or Teams in one section.

People – Your active one-on-one conversations. Any time a new direct message is posted, that conversation immediately pops to the top of the list in the People section and the number of unread messages is displayed to the right.

Teams – This is where your active team conversations are listed. Clicking on the Teams link opens the complete list of active, public, archived, or teams you have created. The + button next to the Teams link will let you create a new team.



You may schedule a new calendar event, assign tasks, compose a rich-text note, create a new snippet, and share files (from your computer, Google Drive, Dropbox or Box) all right from within your conversation stream.