

# RingCentral Training Services: RingCentral App One Place to Call, Message, and Meet

Develop the skills to get the most out of the RingCentral app from any device.



## Training overview

The RingCentral app provides an intuitive, unified experience that lets you call, message, and meet wherever you are and with any connected device. This course provides an overview of how to seamlessly make calls, check voicemail messages, chat, and join meetings using the RingCentral app. The RingCentral app is compatible with either company-issued devices or bring-your-own devices, and the course can be tailored for whichever device you prefer.

A student in this class will gain hands-on experience of the app layout, communication features, and basic operations to join meetings, message, and call using your business phone number from any device.

## Course objectives

- Activate and manage your RingCentral app.
- Make, receive, and manage messages from the RingCentral app on any device.
- Schedule, host, or join meetings from the app.

## RingCentral App One Place to Call, Message, and Meet—Scope of Training

Cost	Free
Training delivery	Virtual instructor-led training (VILT)
Duration	1 hour
Level	Basic
Who should attend	First-time users of RingCentral

## Agenda

- A case study: call, message, meet
- RingCentral app overview
  - Download the mobile and desktop apps
  - Communication features
  - App layout
- Messaging from the RingCentral app
  - The main chat screen
  - Starting a chat
  - Managing chats
  - Creating a team
  - Sharing files and links
  - Sending a text
  - Sending and receiving faxes
- Calling from the RingCentral app
  - Enhancing your voice calls with a quality headset
  - Making and receiving voice calls
  - Checking voicemail and call recordings
- Meeting from the RingCentral app
  - Starting a video meeting
  - Scheduling a video meeting
  - Hosting a video meeting
  - Joining a video meeting
- Overview of RingCentral Support and resources
  - RingCentral University

For more information, please contact a sales representative. Visit [ringcentral.com](https://ringcentral.com) or call 855-774-2510.

RingCentral, Inc. (NYSE: RNG) is a leading provider of global enterprise cloud communications, collaboration, and contact center solutions. More flexible and cost-effective than legacy on-premises systems, RingCentral empowers modern mobile and distributed workforces to communicate, collaborate, and connect from any location, on any device, and via any mode. RingCentral provides unified voice, video meetings, team messaging, digital customer engagement, and integrated contact center solutions for enterprises globally. RingCentral's open platform integrates with leading business apps and enables customers to easily customize business workflows. RingCentral is headquartered in Belmont, California, and has offices around the world.