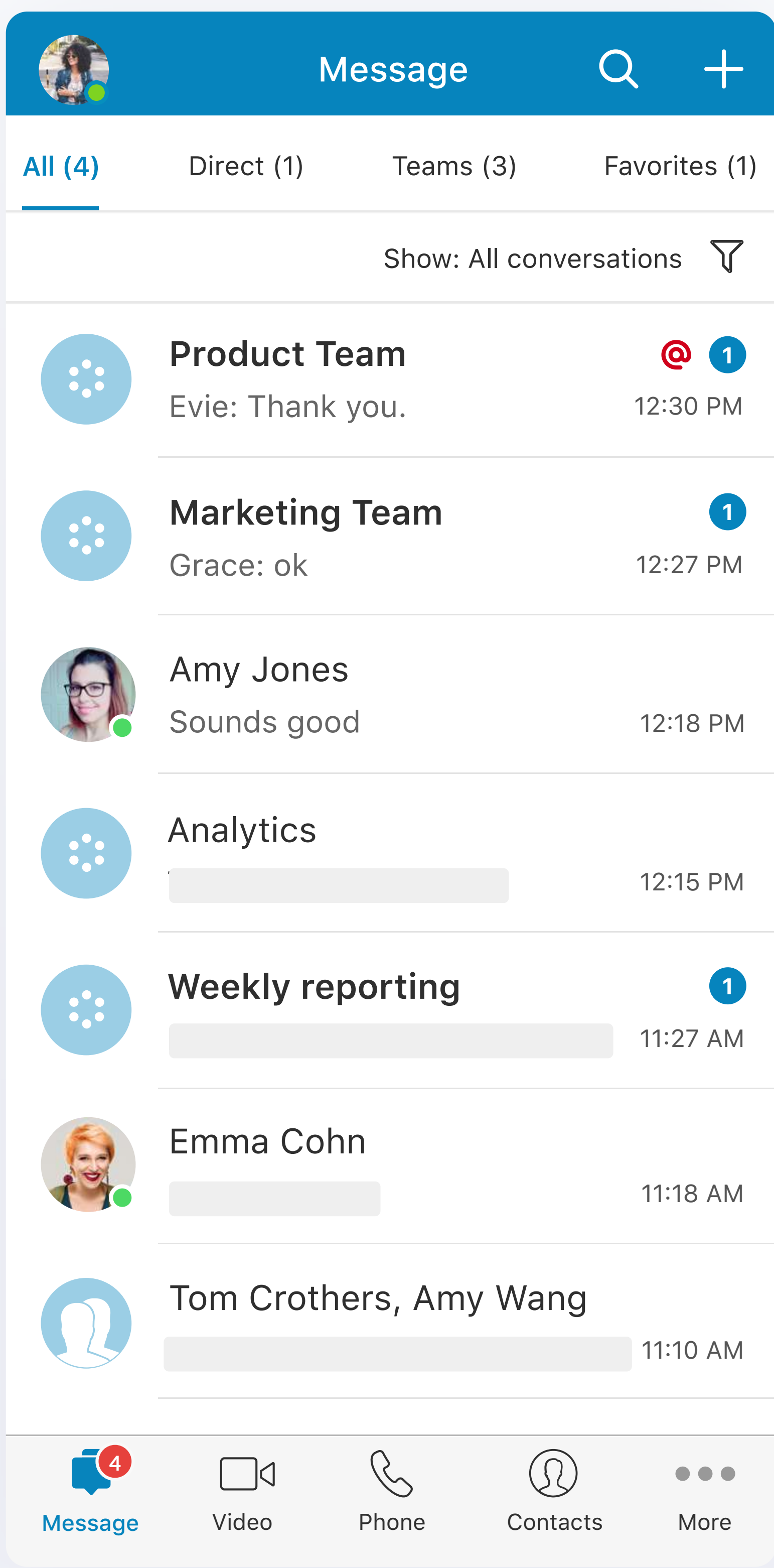


RingCentral app quick reference guide



Get to know the RingCentral mobile app for iOS with this handy quick reference guide to walk you through everything it has to offer.



Message

Find all of your messages in one place, sorted by most recent and organized by your direct messages, teams that you have been invited to or joined, and any contact or team that you have marked as a favorite.

Search

Search for contacts, teams, or content from conversations.

More

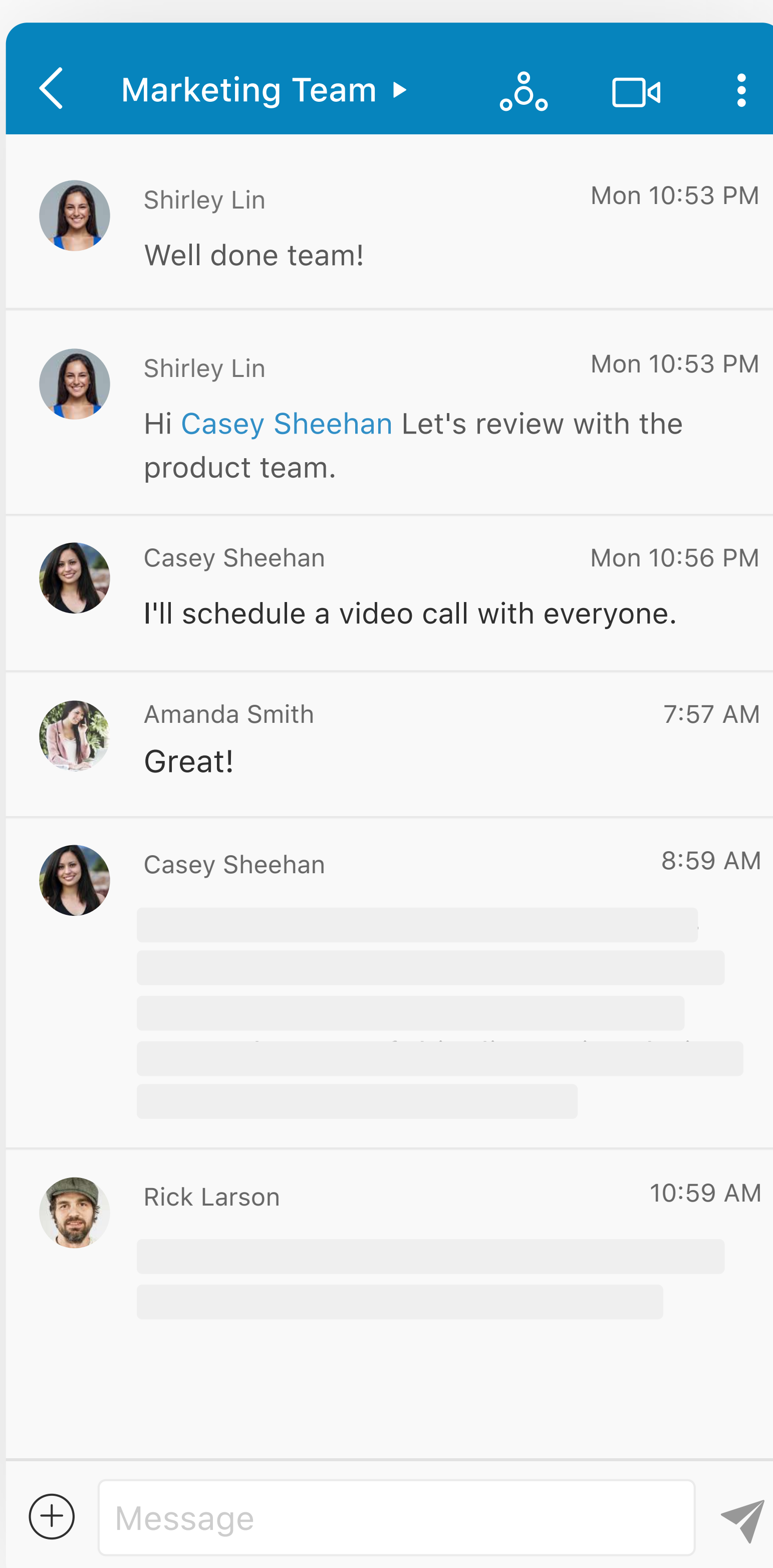
Send and receive messages to colleagues or teams (aka channels), invite guests to join RingCentral, and create a new team.

Filter

Filter messages to only show unread, drafts, messages that failed to send, @mentions, bookmarks, or "Me conversation," your own personal space where you can create a task, make a note, or store a photo.

- All conversations
- Unread (7)
- Unread @mentions (1)
- Draft
- Failed
- @mentions messages
- Bookmarks
- Me conversation

Conversation pane



Tap into any direct message or team thread to bring up your conversation history. The top panel lets you view a contact's profile, start a call, and start a video chat.

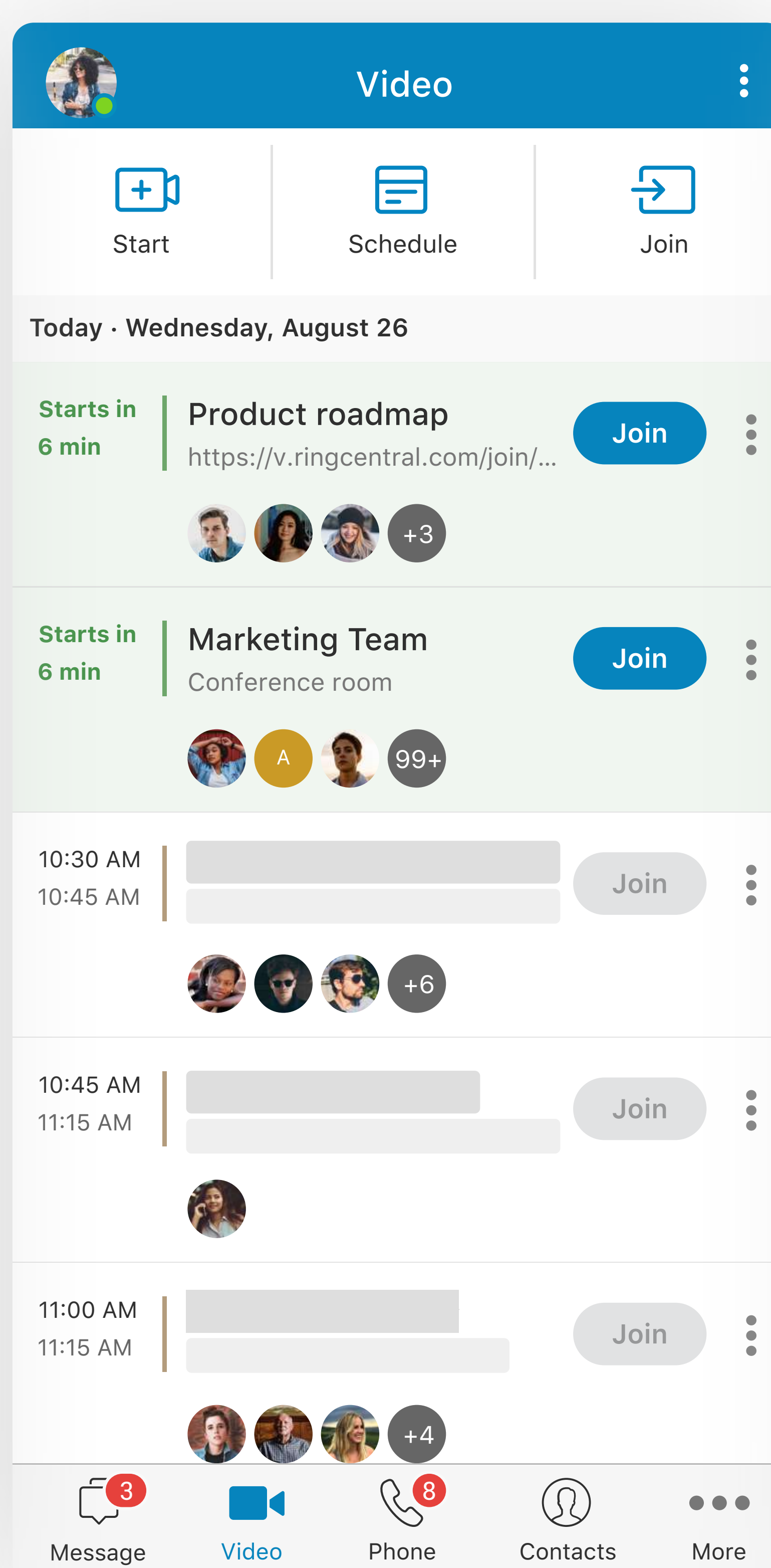
More

View pinned files, posts, tasks, events, notes, and links by team members in one convenient place.

Message

Assign a new task, create a new event, start a new note, attach files and images, and share gifs in one tap.

Video

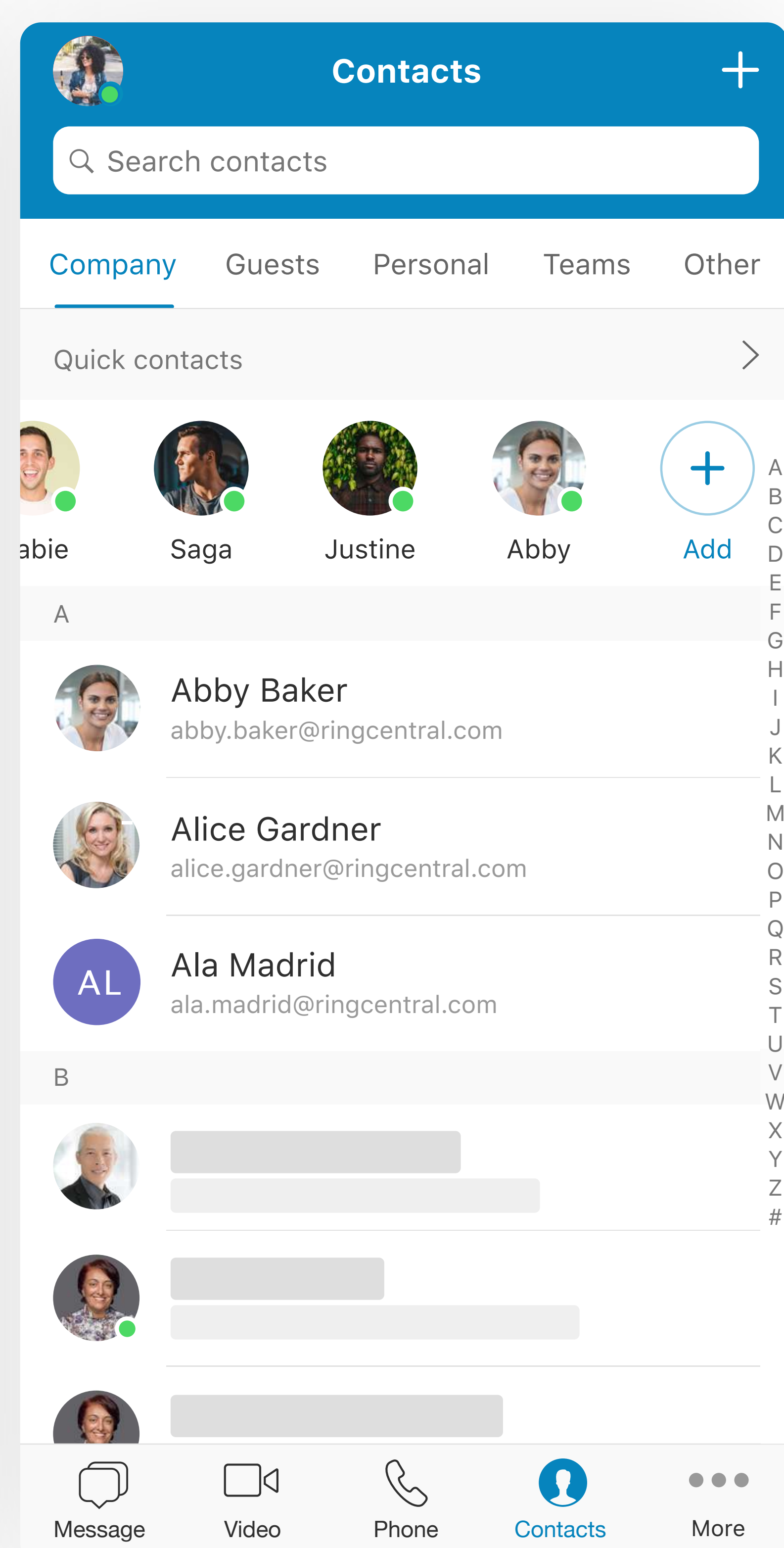


Start, schedule, or join HD video meetings easily from your phone, perfect for when you're on the go.

More

Access recent meetings and recordings, view video meeting settings, and send feedback.

Contacts



Your contacts are conveniently broken into five groups: company colleagues, guests invited to the app, personal contacts, teams, or other.

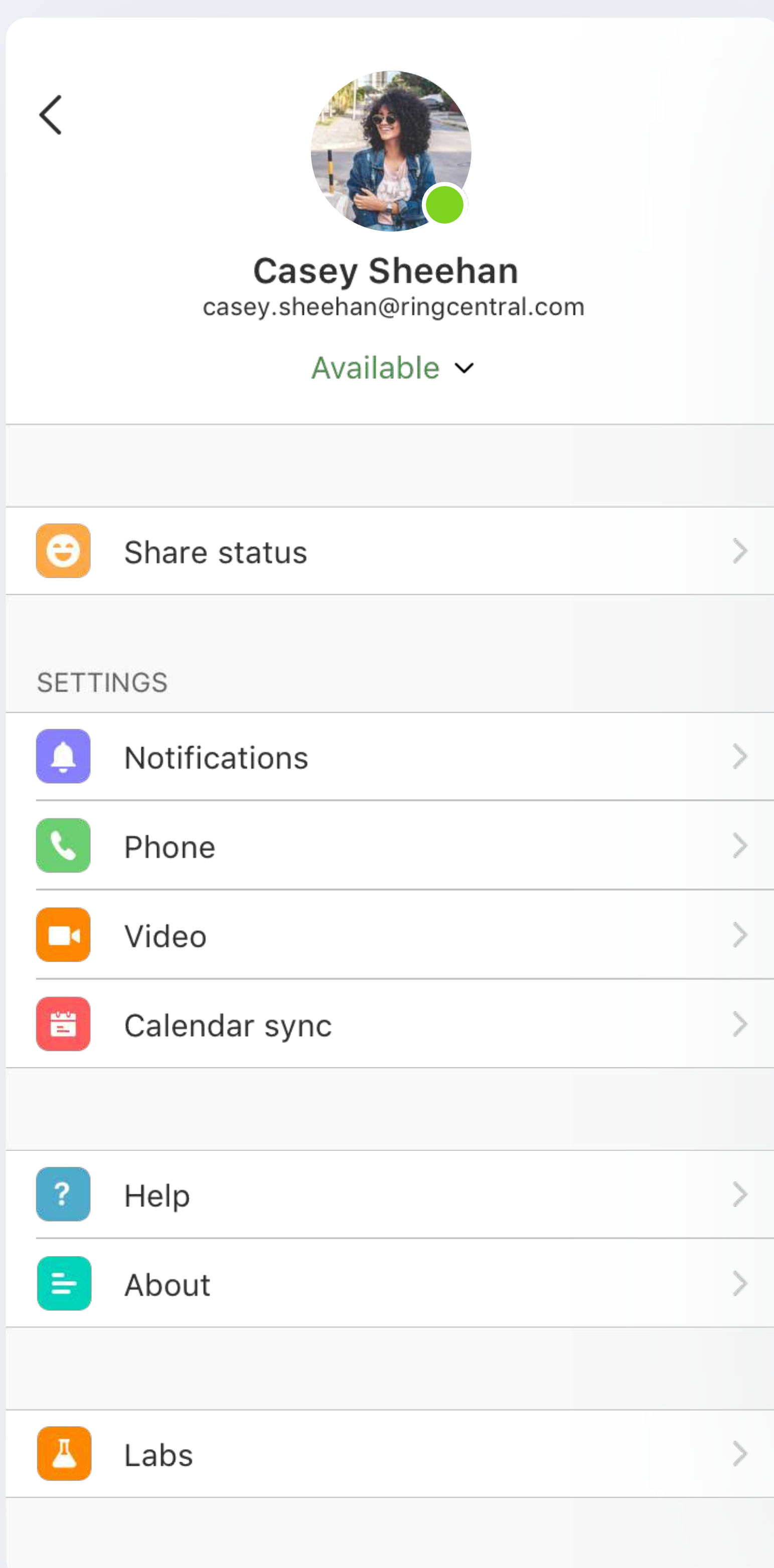
Search

No need to memorize a colleague's number. Search for a contact and call right from within the app.

Add

Say goodbye to endless scrolling to find your favorite contact. Add them to your Quick contacts list, so they are always at the top of the list.

Menu/profile picture



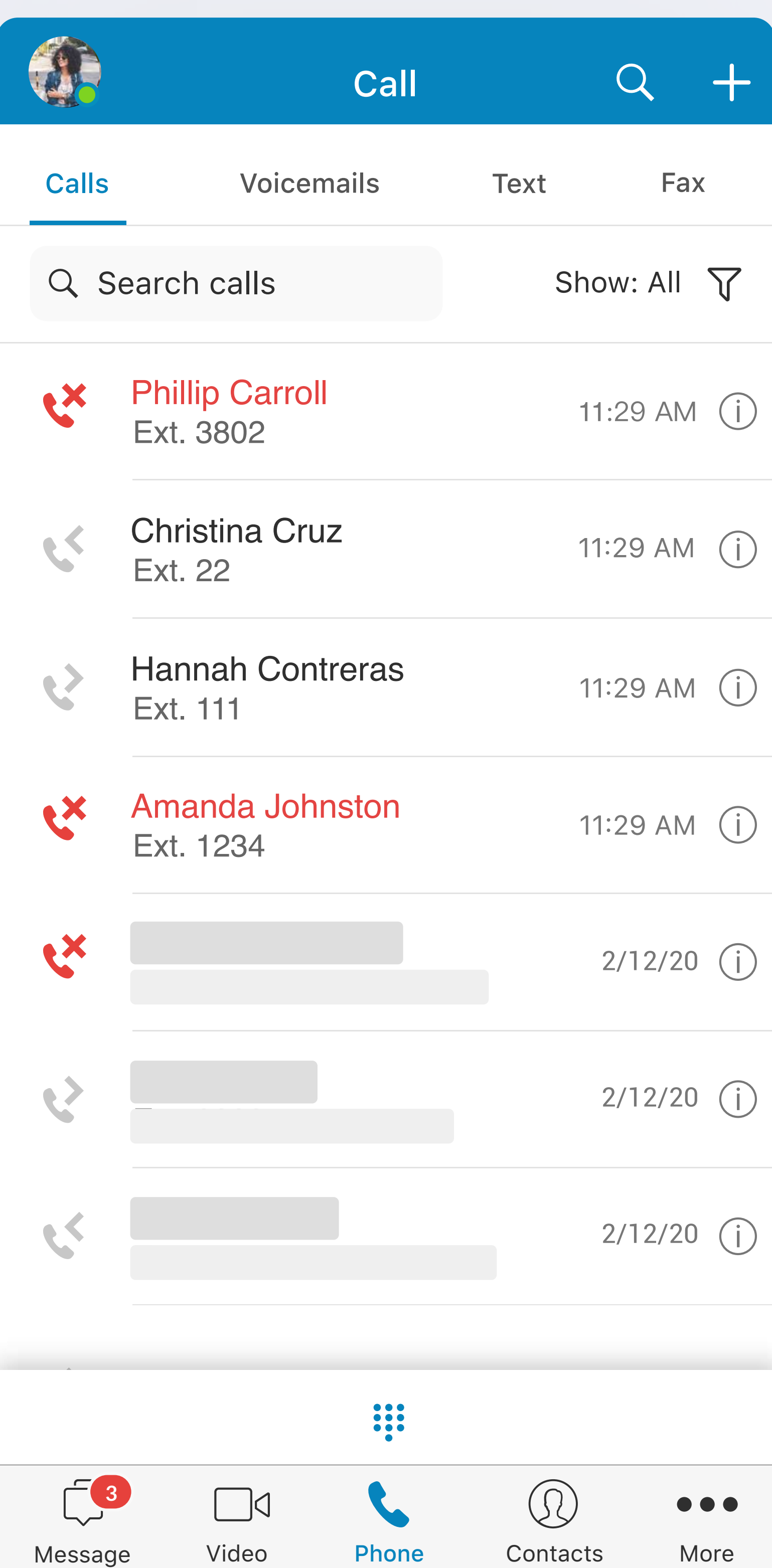
Status

Let your team know if you're available or busy, or set your own custom message.

Settings

Access all the usual settings like notifications and permissions, and find resources for any questions you may have or if you'd like to reach out to support.

Phone



Search

Search through any calls, voicemails, texts, and faxes you've made, received, or missed in a clean, easily legible interface.

Dial pad

Tap or swipe the dial pad icon to reveal a standard dial pad for manually entering a number, or click the profile icon to search through your contacts.

More

Easily make a new call, send a new text and fax, and set up a new conference.

You can also check the [RingCentral app quick reference guide for desktop](#).

Have questions?