

RINGCENTRAL APP: ACCESSING YOUR EXTENSION SETTINGS

You can easily access your RingCentral extension's settings through the RingCentral app. This lets you conveniently change your extension's user details, call handling, and greetings without having to re-enter your login credentials in the RingCentral online account.

1. Click **Settings**.
2. Select **Phone**.
3. In the Extension settings section, click **Edit**.

A browser window displays with your extension settings section pulled up. Now you can proceed with making the necessary configuration changes for your extension.

