RINGCENTRAL APP: ADDING CONTACTS

Adding contacts in the RingCentral app is easy and straightforward, making connecting with clients and business partners a quick and painless experience. Follow these steps to learn how to complete this process:

1. Click **Contacts**.
2. Select **All contacts**.
3. Click **Create new contact**.
4. Complete the new contact's details.
5. Select your preferred contact source in the Source dropdown menu. You can choose to use your Microsoft or Google account as a contact source, if you have them synchronized with your RingCentral app.
   a. Click **Expand** to enter additional contact details, like address, birthday, or webpage.
6. Click **Save** to finish.