# RINGCENTRAL APP FOR DESKTOP: ENHANCED MESSAGING - USING THE MESSAGING TOOLBAR

Within an individual, group, or team conversation, you have several options to enhance your messaging experience. This quick guide covers the built-in features within RingCentral app conversations.

CHANGE THE FORMAT OF YOUR MESSAGE

Use the text format toolbar to change the font size, font color, text alignment, lists, and the like.

1. Click Format message.
2. Use the following options to format your message:
   A. Bold
   B. Underline
   C. Italic
   D. Strikethrough
   E. Numbered list
   F. Bulleted list
   G. Increase indent
   H. Decrease indent
   I. Insert link
   J. Insert horizontal line
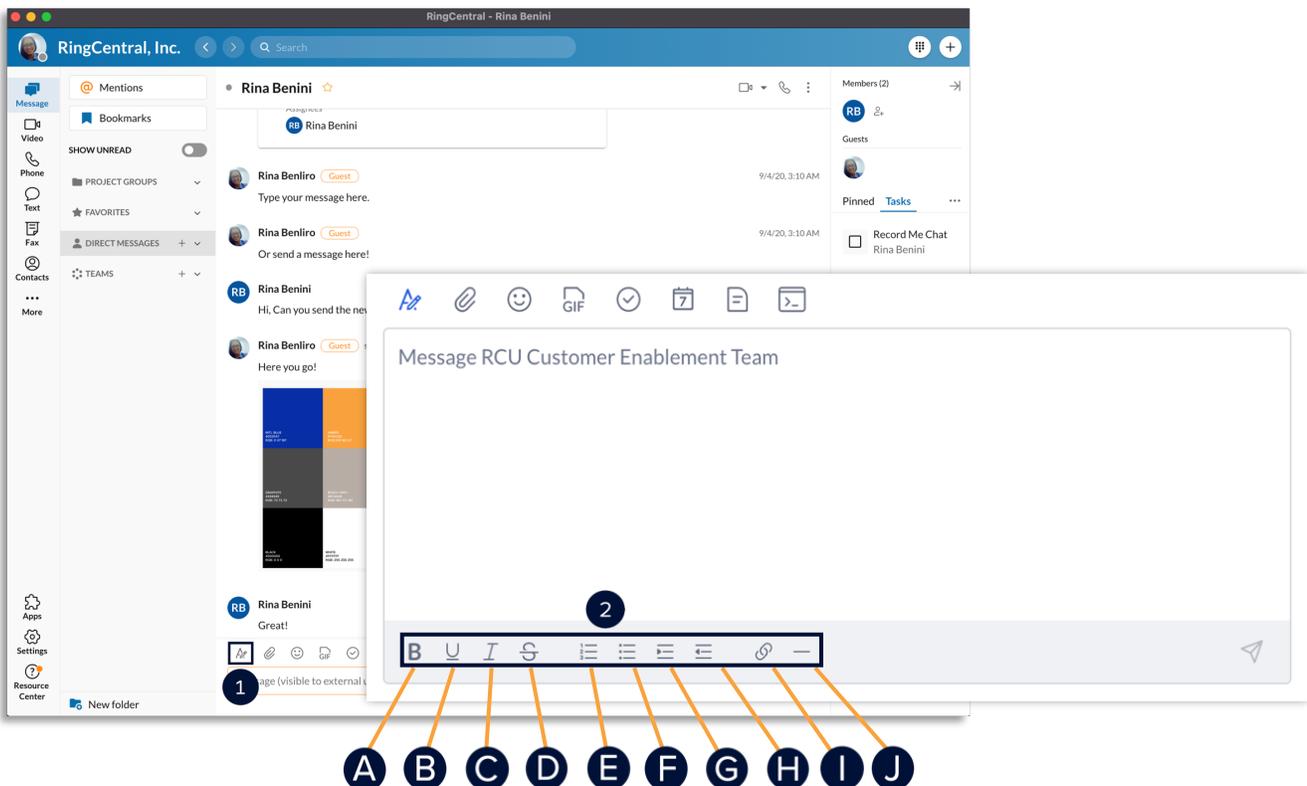
ATTACH A FILE TO A MESSAGE

Different files can be attached to a message – typically used as a simple way to share documents, video files, and images.

1. Click **Attach** file.
2. Click **Computer** to upload files from your computer or choose from **Google Drive, OneDrive/SharePoint, Box, or Dropbox** to upload files from cloud storage.
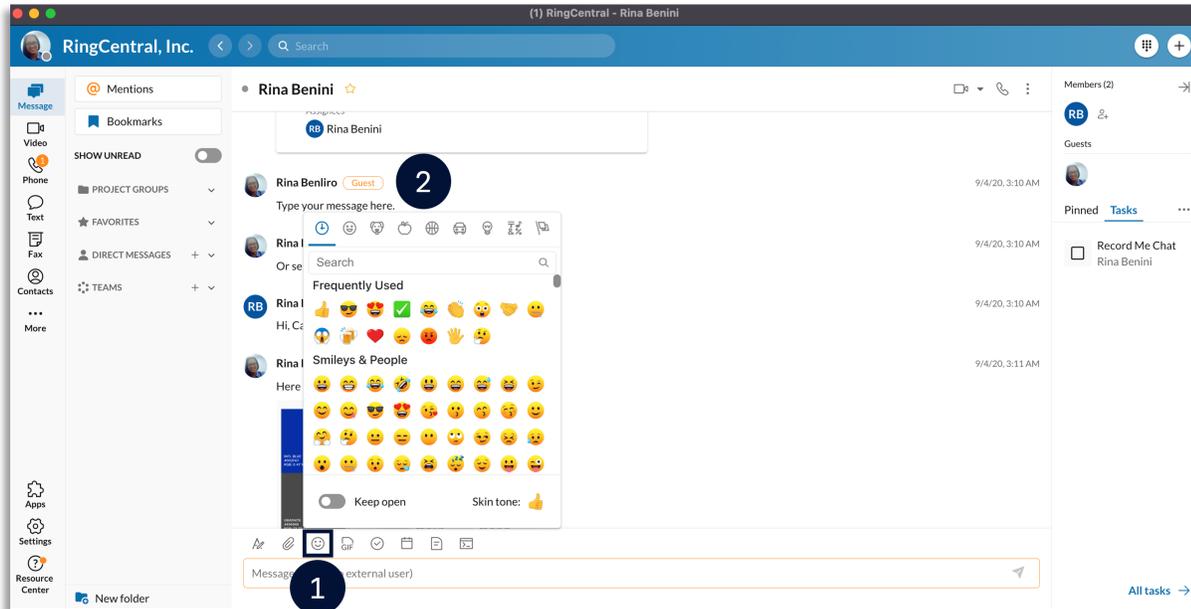   Note: You can also drag and drop files directly into a conversation from your computer.
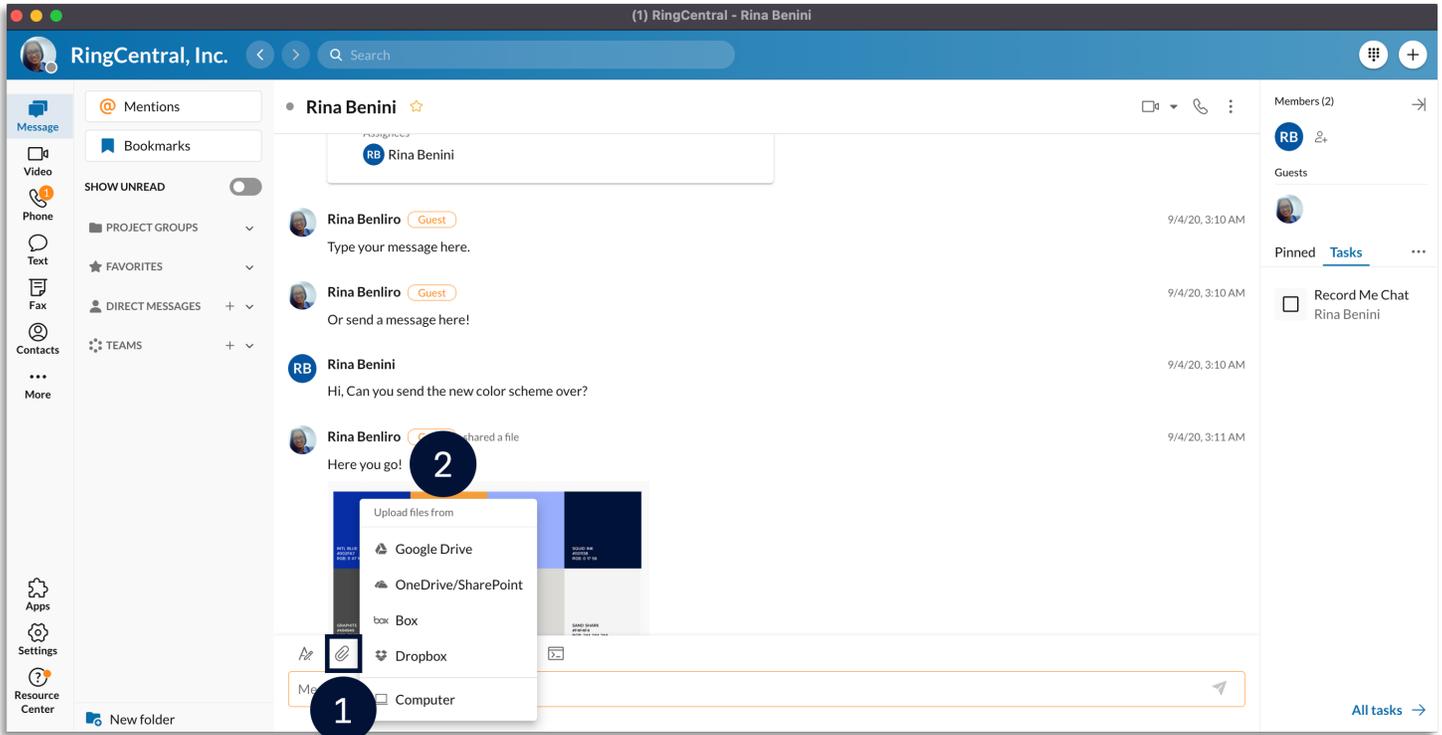
USE EMOJI AND GIF OPTIONS

Use emojis and GIFs in a conversation. These features allow you to react to messages and add character.
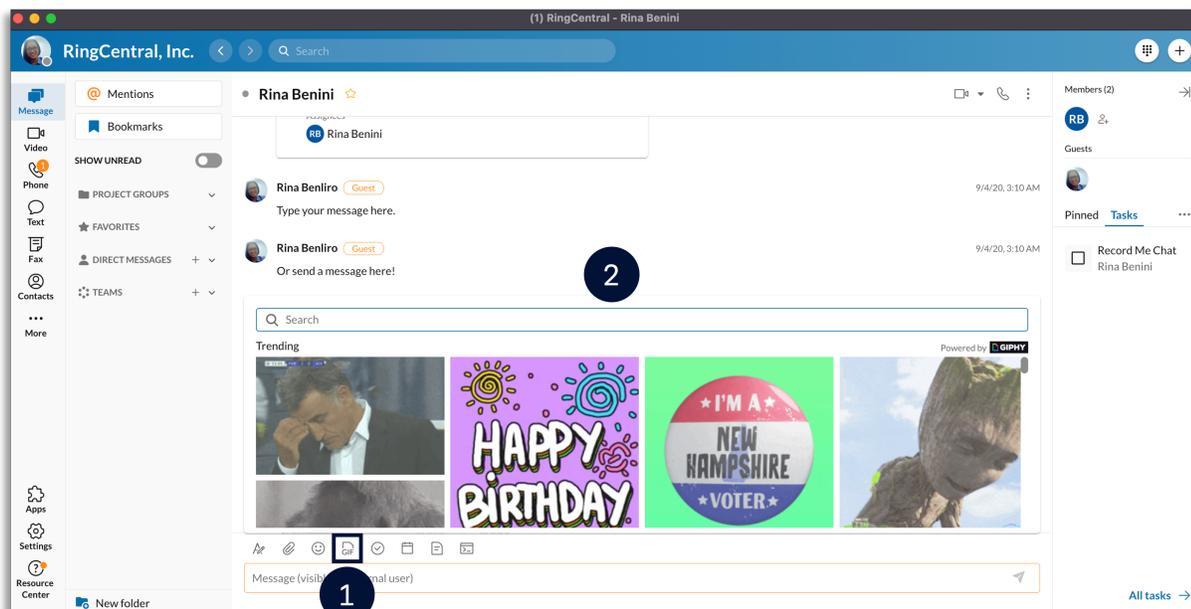
To add an emoji:

1. Click **Emoji**.
2. Select your preferred emoji.

To add a GIF:

3. Click **Share a GIF**.
4. Search for GIFs using the search bar or select from the available GIFs in the preview window.
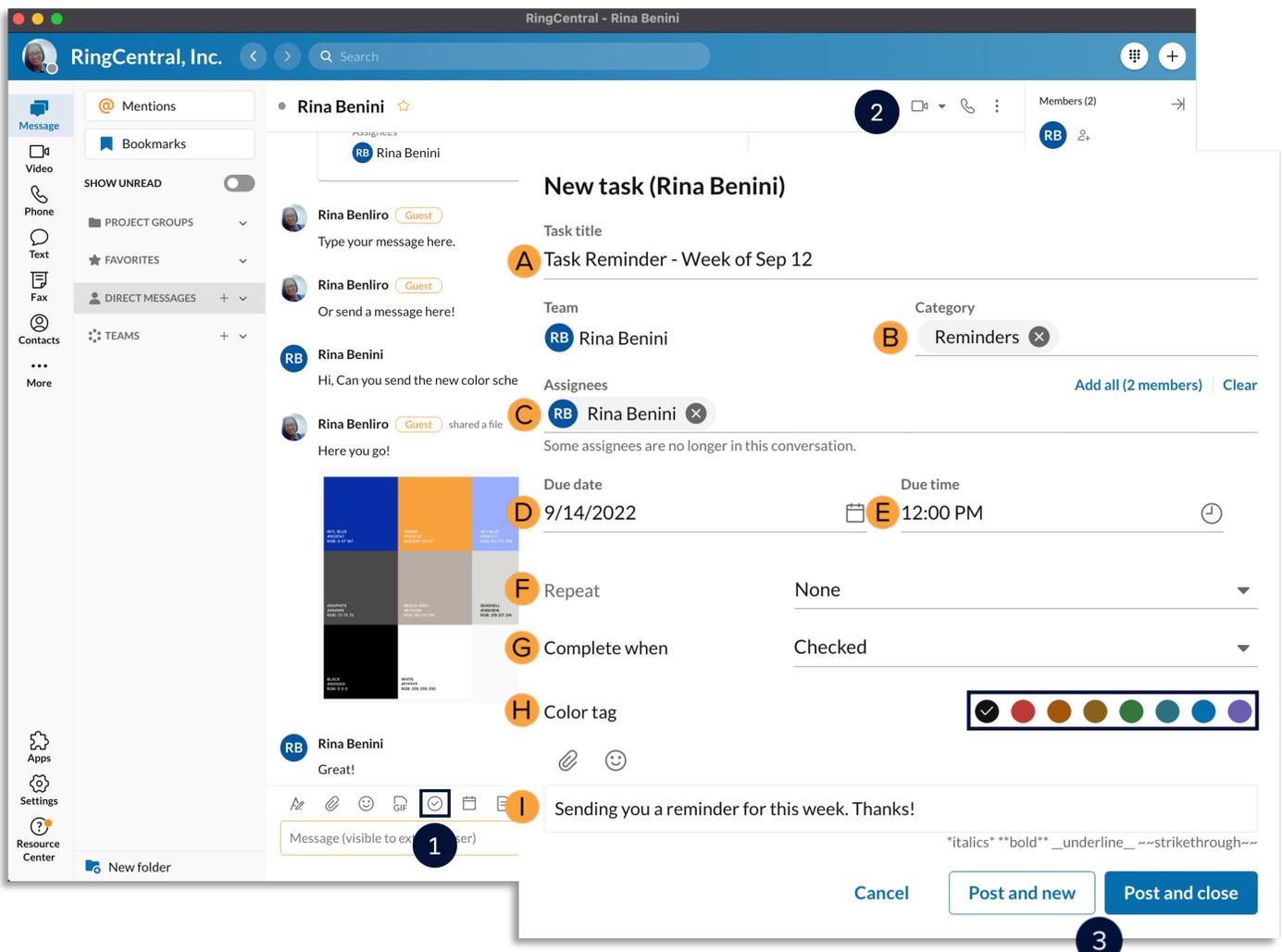
CREATE AND ASSIGN TASKS WITHIN A CONVERSATION

Create and assign tasks to collaborate with colleagues and keep track of projects.

1. Click New task.
2. Fill out the following fields (as appropriate):
   a. **Task title** – Enter the task name. (Required)
   b. **Category** – Enter the task category.
   c. **Assignees** – Set the task assignees.
   d. **Start Date** – Set the start date.
   e. **Due Time** – Set the due time.
   f. **Repeat** – Set the task reoccurrence.
   g. **Complete when** – Set the completion condition.
   h. **Color tag** – Select a task color.
   i. **Enter task description** – Enter the task description.

   **Note:** You can also attach files, add links, and add emoji in the description.
3. Click **Post and close** to go back to the conversation window or **Post and new** to create a new task.

CREATE AN EVENT WITHIN A CONVERSATION

Keep up to date with your meetings and schedule by adding entries to the RingCentral app calendar by creating events.

1. Click **New Event**.
2. Fill out the following fields:
   A. **Event title** – Enter the task name.
   B. **Start date** – Set the start date.
   C. **End date** – Set the end date.
   D. **Start time** – Set the start time.
   E. **End time** – Set the end time.
   F. **Repeat** – Set the event reoccurrence.
   G. **Location** – Set the event location.
   H. **Color tag** – Select an event color.
   I. **Enter event description** – Enter the event description.
3. Click **Create**.
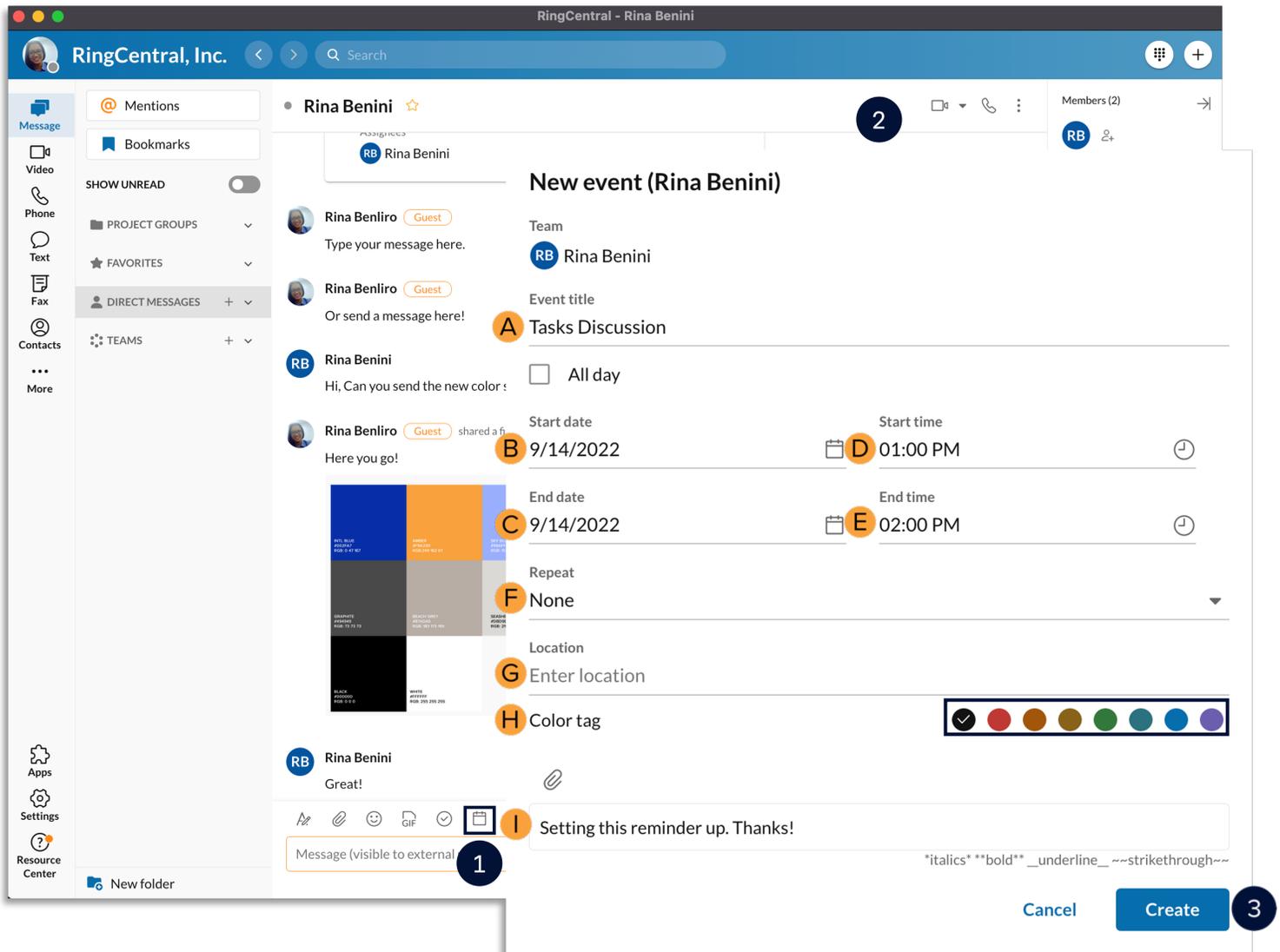
CREATE A NOTE WITHIN A CONVERSATION

Use notes to draft and post relevant information that everyone in the conversation can edit.

1. Click **New note**.
2. Enter a title and draft the note.
3. Click the **Post to** icon to finish.
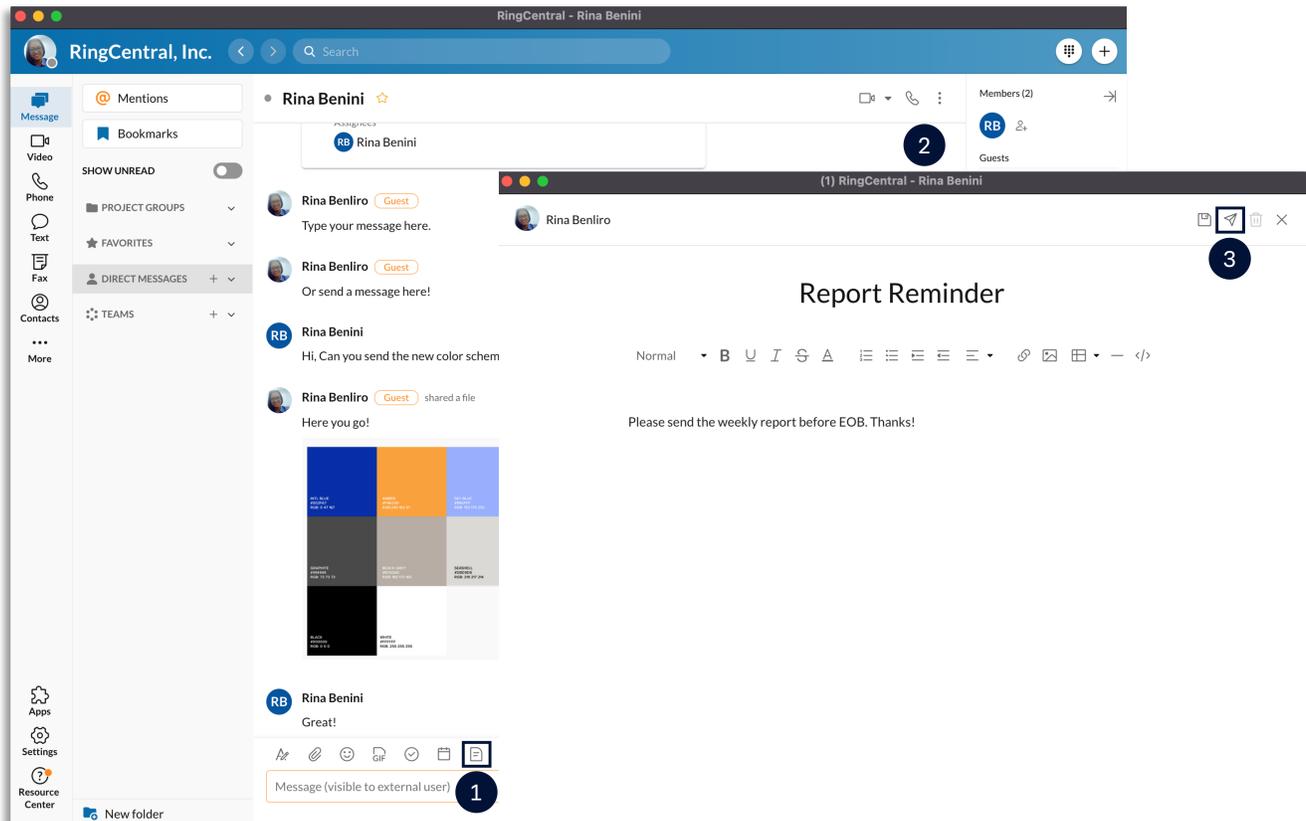
USE THE @MENTION FEATURE

Draw attention to someone to let them know they were called out. Use the @mention feature by typing **@** and their name. You can also type **@team** to notify all the members within a team conversation.