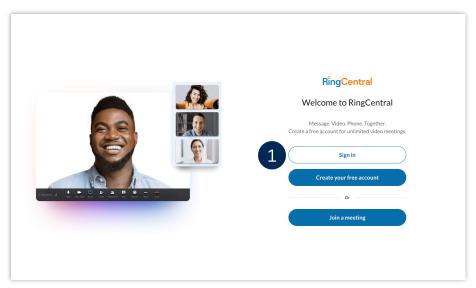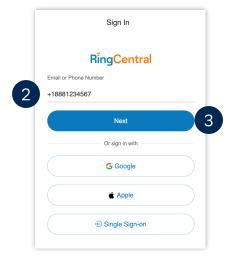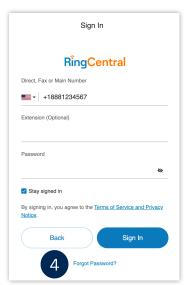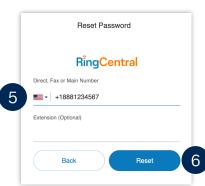# RINGCENTRAL APP: RESETTING YOUR PASSWORD

Resetting your password through the RingCentral app is quick and straightforward. This quick guide details the steps on how to complete this process.

1. Upon launching the RingCentral app, click **Sign in**.
2. Type your RingCentral phone number or registered email address.
3. Click **Next**.
4. Click **Forgot Password**.
5. Type the account's main phone number or your extension's direct phone / fax number.
   Note: You can also enter your extension number as an optional step.
6. Click **Reset.**

7. Open the email sent to your extension's registered email address and click **Reset Your Password**.
   Note: If the email does not appear, look in your spam folder.
8. Type your preferred new password.
9. Confirm your new password by reentering it.
10. Click **Save** to finish.

Your password has successfully been reset; you can now use it to log in to the RingCentral app.