

## Access and Installing Ring Central App

1. Open Google Chrome and go to the website <u>www.ringcentral.com</u>. Click **login** and select **RingCentral App** located in the top right of your screen.



2. Click Sign In, enter your TSU email address and click next.



3. You'll be redirected to the TSU portal in which you'll enter your **TSU email address and password**.





4. After successful login, you'll gain access to your RingCentral phone app. Reminder to click on your initials in the top left-hand corner if you need to **sign out** or change the status of your availability.

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	Download desktop app Check for updates Sign out	

 Rather than repeating the above steps each time, you can also download the RingCentral app via your PC or Mac. Click your initials in the top-left hand corner and then select Download desktop app and follow the install instructions. You can also download the app on your mobile device as well.

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<ul> <li>Available</li> <li>Set status message</li> </ul>		
Call rules		
Add account		
Download desktop app		
Check for updates		
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