



RingCentral: Getting Started, Training & Support

CEO is transitioning to **RingCentral** for our phone system. All employees who were previously assigned a desk phone and primarily working on their computers should complete the steps below by Thursday, September 24. Classroom and kitchen phones will not need to download this app.

Before downloading the RingCentral app, you must first activate your RingCentral account.

You should have received an email directly from RingCentral with instructions to activate your account. Some employees received these emails in early August, while others received them more recently.

If you:

- did not receive an activation email or
- are having difficulty activating your account or
- received an activation link that has expired

please contact Lisa Thomas - activation links expire and may need to be reissued.

After your account is activated:

1

Review the RingCentral training resources.

- Before getting started, we recommend reviewing the guides and video tutorials available through RingCentral University: [RingCentral University Training](https://university.ringcentral.com/page/en-rex-u-users) | Full URL: <https://university.ringcentral.com/page/en-rex-u-users>
- These resources provide instructions for getting started with RingCentral and using its phone and application features.

2

Download the RingCentral app.

- On your CEO computer, visit: [Download RingCentral](https://www.ringcentral.com/download) | Full URL: <https://www.ringcentral.com/download>
- **Select Download for Windows and follow the installation instructions**
- The RingCentral app is also available for Apple and Android mobile devices through the Apple App Store and Google Play Store. Look for this logo: 

3

Sign in. Once the application is installed, sign in using your activated RingCentral account.

Need help? Contact RingCentral Customer Care at 888-898-4591 and Select Option 3 for Technical Support