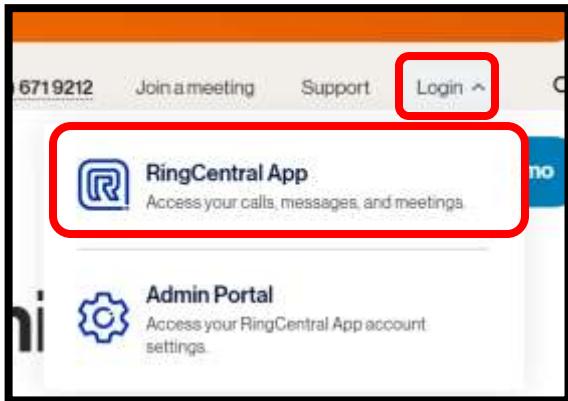




Access and Installing Ring Central App

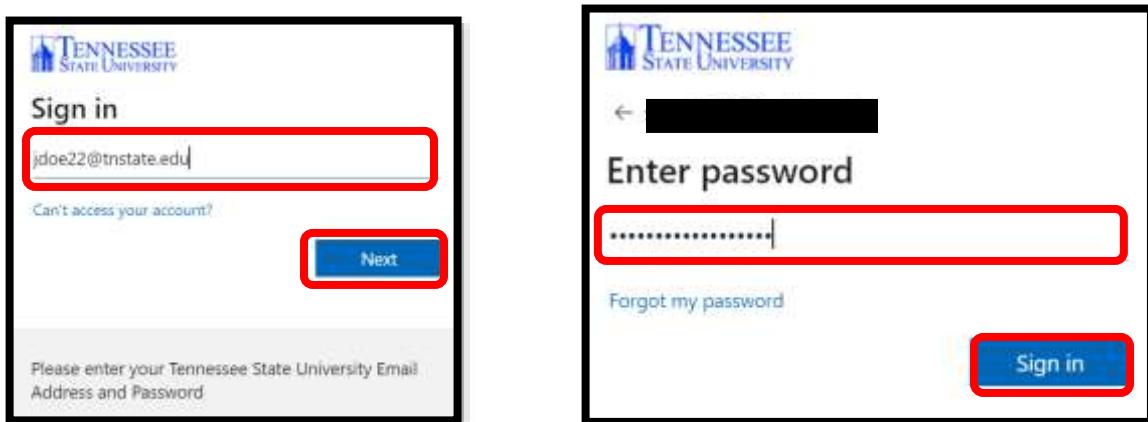
1. Open Google Chrome and go to the website www.ringcentral.com. Click **login** and select **RingCentral App** located in the top right of your screen.



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

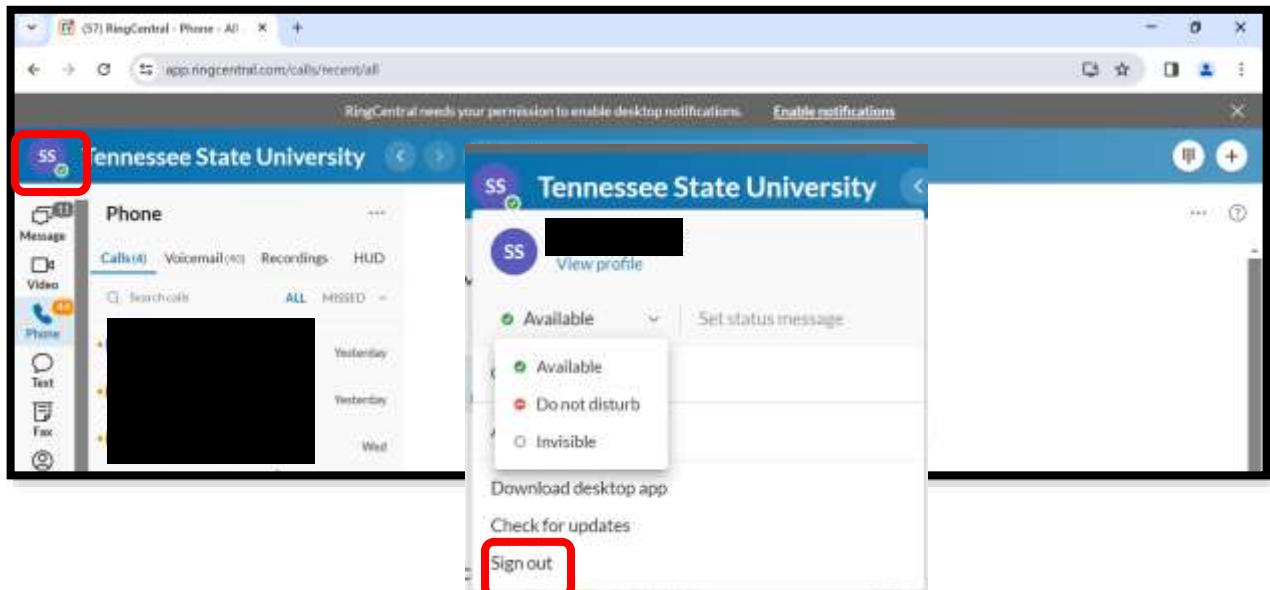


3. You'll be redirected to the TSU portal in which you'll enter your **TSU email address and password**.

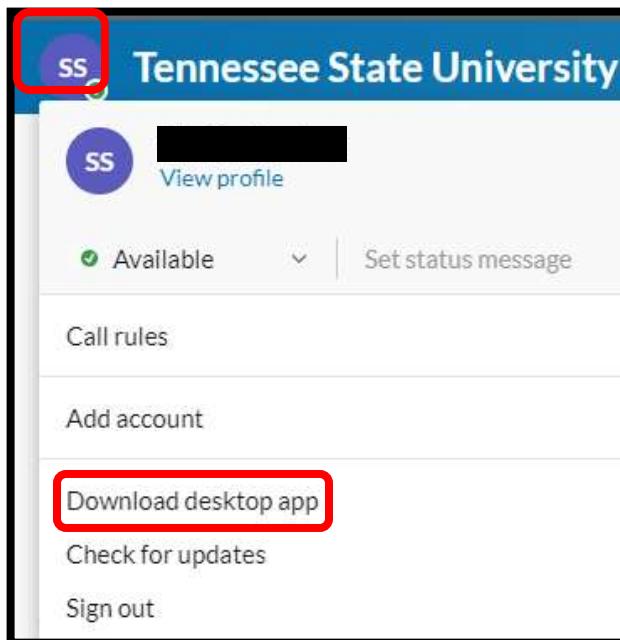




4. After successful login, you'll gain access to your RingCentral phone app. Reminder to click on your initials in the top left-hand corner if you need to **sign out** or change the status of your availability.



5. 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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