AT&T Office@Hand Android App

Get to know the Office@Hand mobile app for Android with this handy quick reference guide to walk you through everything it has to offer.



Message

Find all of your messages in one place, sorted by most recent and organized by your direct messages, teams that you have been invited to or joined, and any contact or team that you have marked as a favorite.

Search

Search for contacts, teams, or content from conversations.

More

team.

Send and receive messages to colleagues or teams (aka channels), invite guests to join RingCentral, and create a new



All conversations Unread (7) Unread @mentions (1) Draft Failed @mentions messages Bookmarks Me conversation

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Filter

Q

-

Filter messages to only show unread, drafts, messages that failed to send, @mentions, bookmarks, or "Me conversation," your own personal space where you can create a task, make a note, or store a photo.



Conversation pane

\leftarrow	Product Team ►	
	Kudoo Wang 21 UNREAD ↑ I would like to collect more	02/02/2020 06:21 feedback.
	Kudoo Wang Yes!	02/02/2020 06:21
	Mary Johnson How many users need to join In 1 like	02/02/2020 06:21 in?
	Kudoo Wang	06:21 AM
	Kudoo Wang	12:30 PM
		Weekly report sales for teams.pptx 102KB
+	Like these pictures!	4

Video



Contacts

	Search	contacts	6		
Compar	ny C	Guests	Persona	al	Teams
				Show:	All T
Quick C	ontacts				>
Bacon	Asa	ahid	Peter	Jack	A
Α		Arab Ke arab.kee	enan nan@outle	ook.com	
		Allian Jo allian.ma	ohnson @outlook	.com	
В					
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1 9			2		

Iviessaye	VILLEO	FIIOIIE	Contact
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Phone Message Video

Contact

Tap into any direct message or team thread to bring up your conversation history. The top panel lets you view a contact's profile, start a call, and start a video chat.

Start, schedule, or join HD video meetings easily from your phone, perfect for when you're on the go.

Your contacts are conveniently broken into four groups: company colleagues, guests invited to the app, personal contacts, or teams.

More

View pinned files, posts, tasks, events, notes, and links by team members in one convenient place.

Message

Assign a new task, create a new event, start a new note, attach files and images, and share gifs in one tap.

More

Access recent meetings and recordings, view video meeting settings, and send feedback.

Search

No need to memorize a colleague's number. Search for a contact and call right from within the app.

Add

Say goodbye to endless scrolling to find your favorite contact. Add them to your Quick Contacts list, so they are always at the top of the list.

Menu/profile picture



Phone

\equiv	Phone		Q
Calls (2)	Voicemail	Text	Fax
Q Se	earch calls	S	how: All T
.*	Jane Smith Mobile (0:09)		i 3:15 AM
<	Megan Harper Home (0:09)		i 12:45 AM
	Randall Glover Office (0:09)		(j) 1/2/2020
2			(i) 1/2/2020
3			i) 1/1/2020
4	, , .		i) 1/1/2020
K *			1/1/2020
Messade	Video	2 Phone	Contacts

Search

Q

Search through any calls, voicemails, texts, and faxes you've made, received, or missed in a clean, easily legible interface.

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Dial pad

Tap or swipe the dial pad icon to reveal a standard dial pad for manually entering a number, or click the profile icon to search through your contacts.

Status

Let your team know if you're available or busy, or set your own custom message.

Settings

Access all the usual settings like notifications and permissions, and find resources for any questions you may have or if you'd like to reach out to support.

> Download the Android app today. Also check out the Office@Hand desktop app for Windows and iOS.

> > Have questions?