# AT&T Office@Hand iOS App

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





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11:10 AM

# 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

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

Q

Me conversation

Bookmarks

All conversations

Unread @mentions (1)

@mentions messages

Unread (7)

Draft

Failed

# Filter

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

<	Marketing Team ► °°°	
	Shirley Lin Well done team!	Mon 10:53 PM
	Shirley Lin Hi Casey Sheehan Let's review v product team.	Mon 10:53 PM with the
	Casey Sheehan I'll schedule a video call with eve	Mon 10:56 PM eryone.
	Amanda Smith Great!	7:57 AM
	Casey Sheehan	8:59 AM
		)m
	Rick Larson	10:59 AM
(+)	Message	

# Video



# Contacts

		Conta	acts		+	
Q Sea	arch contae	cts				
Compar	ny Gue	sts Per	rsonal	Teams	Other	
Quick co	ontacts				>	
						A B C
A	Saga	Justine	A	DDY	Add	D E F
	Abby Ba abby.bake	a <b>ker</b> r@ringcentra	al.com			G H J K
	Alice Ga	ardner ner@ringcen	ntral.com			L M N O P
AL	Ala Mac ala.madric	d <b>rid</b> I@ringcentra	al.com			Q R S T
В						V W
						X Y Z #
		·				
	_					
Message	 Video	Pho	) ne C	Contacts	• • • More	

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 five groups: company colleagues, guests invited to the app, personal contacts, teams, or other.

#### 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

	Call		Q	+
Calls	Voicemails	Text	Fa	Х
QS	Search calls	S	now: All	$\mathbf{V}$
ć×	Phillip Carroll Ext. 3802		1:29 AN	1 (j
<	Christina Cruz Ext. 22		11:29 AN	I (j)

Search

Q

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

### Dial pad

#### SETTINGS

OLIT		
(	Notifications	>
S.	Phone	>
	Video	>
=	Calendar sync	>
?	Help	>
=	About	>
L	Labs	>

\$	Hannah Contre Ext. 111	eras	11:29	AM (j)
¢×	Amanda Johns Ext. 1234	ston	11:29	AM (j)
¢×			2/12	2/20 j
\$			2/12	2/20 j
5			2/12	2/20 j
Message	⊂ Q Video	• Phone	Contacts	• • • More

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.

### More

Easily make a new call, send a new text and fax, and set up a new conference.

#### 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.

Downlod the iOS app today.

Also check out the Office@Hand desktop app for Windows and iOS.

Have questions?