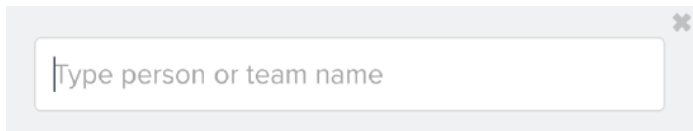


## RingCentral Glip Tips – Best of Edition

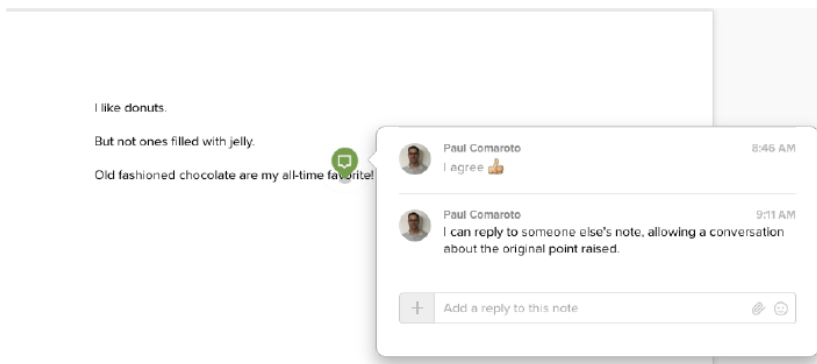
### 1. Jump instantly to any conversation with the “command/control + k.”

Ignore your long list of conversations in the left pane of Glip and jump instantly to the conversation you’re looking for. Hit “command/control + k” and start typing the person or team you’re looking for. Select the one you want and start typing. Bonus tip: a pre-populated list of your most recent conversations shows up automatically.



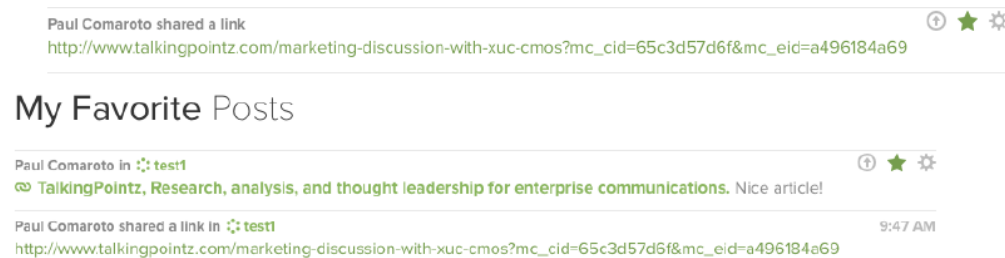
### 2. Mark up Glip Note documents with pins.

Have you ever tried to collaboratively edit a document through chat or even on the phone? It’s a lot harder than just looking at it together in person. The good news is Glip solves this problem by letting you pin comments (and files) to any part of a note. Others can reply to the original comment, creating a consolidated conversation around the original pin. This kind of focus lets you resolve specific issues quickly.



### 3. Tag an important post as favorite and come back to it when you're ready.

In the course of your work day, there isn't always time to fully digest and follow up on certain important things that pop up. When using Glip, you can help alleviate the feeling of missing important things by marking important posts as favorite. To add a post to Favorites, scroll over the timestamp of that post and click on the star. All of your starred posts are visible under the "Favorites" section, which is accessible by clicking on the word "Favorites" in the left pane. When you're done with a particular post, click on the star again and it will go away.



### 4. Close conversations to clean up your left pane.

Another new feature Glip introduced is the ability to close out conversations without archiving or deleting them. Click the gear next to the conversation and then select "Close conversation." The conversation will still be active and will pop back up when someone posts there, but it will disappear from your left pane. Using this nifty function will help keep your left pane clearer and more organized.

