

# Glip

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**RingCentral**<sup>®</sup>



Glip

## What is Glip?

- Glip gives your team collaboration built around real-time messaging with integrated task management, video conferencing, shared calendars and more.

What are the features?

- Manage people and teams
- Access to the Calendar
- Tasks
- Notes
- Files
- Messaging

# Messaging

This is the beginning of your conversation with abeaver. Anything you share here will be private between the two of you.

Ask abeaver to check their email for an invitation to Glip. While we wait for them to register, anything you share here, including tasks, events and files, will be forwarded by email so you can get started right away.

Add to this conversation by sending an email to [abeaver@students.cmv.t.us](mailto:abeaver@students.cmv.t.us) from [ncampbell@students.cmv.t.us](mailto:ncampbell@students.cmv.t.us). Attachments and all!



Post a message for abeaver



# People and teams

## People

ADD PEOPLE

NEW CONVERSATION

Search

Show

Co-workers & My Gue...▼

Sort

First Name



**abeaver**

abeaver@students.cmv.t.us

RE-INVITE



**Nicholas Campbell**

● ncampbell@students.cmv.t.us

## Teams

NEW TEAM

Search

Show

All Active Teams



Sort

Name



**All Employees**

Your company team automatically includes all of your co-workers.



# Calendar

April 2017

< TODAY > NEW EVENT

Show All Events View Month Tasks Show

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

# Tasks

## All Pending Tasks

NEW TASK

Show All Tasks

Status Pending

Sort Section



### Uncategorized (No Section)

1  Groupware Project

Assignee

4/28/17

Section

All Employees

New Task

Assignee

Due

Section

# Links

## All Links

NEW LINK

Show All Links

View List

Sort Recent

### No Links

Glip keeps track of URLs (web sites) that are shared within the stream as you type chat messages.

To share links on Glip, select a conversation under People or Teams, then type the URL in your message. Make sure to add your co-workers first so you can share with the right people!

Then come back here to see all links that have been shared across all conversations, teams and projects.



# Notes

## All Notes

NEW NOTE

Show

All Notes



View

List



Sort

Recent



### No Notes

Glip Notes are light collaboratively-editable documents you can share within the stream. You might use them in place of the "two-page email" that you'd share with your team.

To add notes to Glip, click NEW NOTE above, or select a conversation, then click the plus button to create your note. Make sure to add your co-workers first so you can share with the right people!

Then come back here to see all notes that have been shared across all conversations, teams and projects.

# Files

## All Files

ADD FILE

Show All Files

View Thumbs

Sort Date

### No Files

To add files to Glip, select a conversation under People or Teams, then share files from dropbox, google drive, or your computer by clicking the plus button. Make sure to add your co-workers first so you can share with the right people!

Then come back here to see all files that have been shared across all conversations, teams and projects.

# Integrations



## Email to Glip

Email into Glip streams, with attachments



## Calendar

Sync to Outlook, Google Calendar, iCal and more



## Box

File sharing and content management



## Dropbox

Easy file-sharing from the cloud



## Evernote

Notetaking and archiving in the cloud



## Google Drive

Easy file-sharing from the cloud



## OneDrive

Share files from OneDrive or OneDrive for Business



## Airbrake