Communications

This page will guide you through the basics of staying in contact with other Red Hatters. The following sections provide an introduction to the various communication methods used at Red Hat, **including email, video conferencing**, **phones** (both physical and virtual), and **chat**.

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📧 How do I access and use my Red Hat email account?

You will use Gmail for your Red Hat email account.

To log in to Gmail, go to https://mail.redhat.com. If you are not logged in automatically, you will be redirected to the Red Hat **SSO Portal**. You can log in with your **Red Hat Username and PIN + Token.**

To get started using Gmail, you can read our documentation for [How to Send Mail in Gmail](#), [Creating a signature in Gmail](#), [Creating labels in Gmail](#), [How to Set up a Vacation Response in Gmail](#), and [Creating message filters in Gmail](#).

For a full listing of Gmail documentation, including offline mail setup instructions, visit the [Gmail User Guide](#).

What kind of mailing lists or Google groups are used at Red Hat?

(Note:All the mailing lists are decommissioned and migrated to Google groups)

At Red Hat, we communicate with a variety of Google groups , each with its own audience or purpose. There are company-wide Google groups for entire departments or teams and for different locations (like the Raleigh office has rdu-list Google group). Messages sent to these Google groups might be announcements or discussions among employees.

All full time Red Hat associates can subscribe to **memo-list** (for open discussions among full-time Red Hat employees) and are automatically subscribed to **announce-list** (for internal announcements to full-time Red Hat employees).

How can I join, create, or leave a mailing list or Google groups?

(Note:All the mailing lists are decommissioned and migrated to Google groups)

Visit the [Google Groups User Guide](#) for an explanation of Google Groups at Red Hat. In the guide, you can find steps for creating or joining or leaving from a Google Group, requesting a new Google Group, etc.

If you are unsure which Google Groups you should join, ask a member of your team or your manager.

How can I start or join a video or audio conference?

Google Meet

Google Meet (https://meet.google.com) is also available for use at Red Hat. For more information, visit the below document link "**Hangouts Meet FAQ"**.

https://docs.google.com/document/d/1Tr0Go8aaFgggMFnwXBiiDXq-CX4zHiojElKTM--2u7A/edit#heading=h.vevxn41hnwfa

Meeting Rooms

Some Red Hat office meeting rooms feature video conferencing room systems that allow you to make video calls or join a video meeting. For instructions, see [How do I dial in to a Google Meet video call from a bookable room in a Red Hat office?](#)

How do I set up my Red Hat desk phone?

Note: Currently as per policy we are not providing any Desk phone to users and Desk phones are used only at reception desk and few of the meeting rooms. Most Red Hat offices use RingCentral for voice calls, with the exception of offices in India and UAE.

RingCentral (Associates outside India / UAE)

RingCentral allows you to make calls by using Ring Central app on your laptop or mobile device. You can also check your voicemail with RingCentral.

To learn how to use RingCentral's basic features, you can check out our documentation for [logging in to RingCentral from a laptop](#), [logging in to the mobile app](#), [checking voicemail](#), and [changing your voicemail PIN](#).

Visit the below Ring Central Source page for latest announcement :

https://source.redhat.com/departments/it/news/it_todos/were_rightsizing_our_ringcentral_account

Note: OpenUC is no longer in use at Red Hat.

How can I send instant messages to other Red Hatters?

Google Chat

Google Chat (chat.google.com) is integrated with your Red Hat Google account and allows you to send instant messages to other Red Hatters. For information on getting started with Google Chat, see How do I log in to Hangouts Chat?

If you are new to Google Chat, check out our documentation in the Google Chat User Guide.

Slack

Red Hat Enterprise Slack is also available at https://redhat.slack.com. For more information on using Slack, visit the Slack User Guide.

Additional Resources

To find announcements and other Gmail-related content, please go to the below Source page link:

https://source.redhat.com/departments/it/itx/workplace_technology/workplace_technology_operations/google

To learn more about RingCentral, visit KB0012951: Frequently Asked Questions about RingCentral in Red Hat.