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# Messaging

Santiago Garcia - 2024-04-10 - Web App

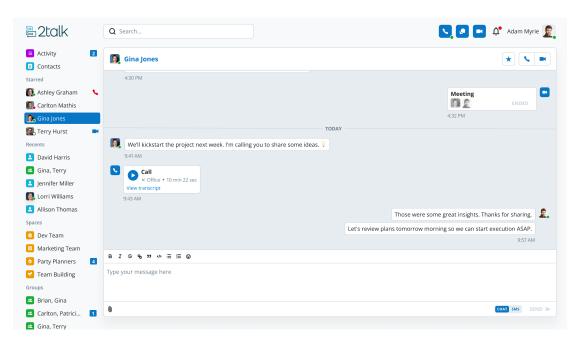
## Messaging

In the Web App, seamless communication is facilitated through the messaging feature, allowing users to interact with team members both individually and within groups. This article provides a comprehensive guide to effectively utilizing the messaging capabilities.

### Send message

- 1. Log into your account.
- 2. On the left menu, access Directory.
- 3. Search for the contact or group you would like to send a message to. Click on it.
- 4. On the chat page, use the whiteboard to write or message.
- 5. Either click the "Send" button or tap "Enter" on the keyboard to send the message.
- 6. Use the tools to highlight your messages. (optional)
- 7. Edit messages: Simply hover over your message, click "Edit" when the ellipsis appears, and modify your message.
- 8. Delete messages: Simply hover over your message, click "Delete" when the ellipsis appears. Confirm your actions by clicking on "Delete".

The messages you send or receive will be shown along with the date and time of the message.



#### **Sending Attachments**

Enhance your communication by easily sharing attachments with your contacts.

- 1. Click on the attachment icon in the top left corner to select files from your computer. You can also paste or drag and drop the files.
- 2. Once the files have loaded, and the send button becomes available, simply click "send'.

#### Important!

Maximum Number of Files: Please be aware that you can send up to 10 files in a single instance.

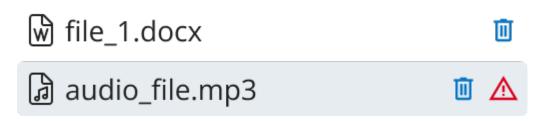
File Sizes: Each attached file must be smaller than 20MB. Files larger than this limit cannot be accepted.

≧2talk		🔍 Search	
E Activity	2	😡 Gina Jones 🖈 🔍 💌	
🚯 Ashley Graham	ς.	2 participants	
💽 Carlton Mathis		4:32 PM	
💽 Gina Jones		TODAY	
🕵 Terry Hurst		😡 We'll kickstart the project next week. I'm calling you to share some ideas. 💡	
Spaces		9:41 AM	
Dev Team		Call	
🔞 Marketing Team		⊯ Office • 10 min 22 sec	
Party Planners	4	9:43 AM	
💙 Team Building		Q Can you send me the files?	
Groups		10:09 AM	
😐 Brian, Gina		Sure, here are the files we talked about	
😐 Carlton, Patrici	1	Business Sales Projection Q3	
😐 Gina, Terry		10:11 AM	
Contacts			
+ Import Contacts		$B \ I \ \ominus \ \mathbf{\vartheta} \ \mathfrak{m} \ \mathbf{\varphi} \ \equiv \ \mathbf{\Xi} \ \mathbf{\Theta}$	
Directory		Type your message here	
🚯 Ashley Graham			
🛞 Brian Parker	ς.		
💽 Carlton Mathis		CHAT SMS SEND >	
Gina lones			

#### **Deleting Attachments**

You have the ability to delete attachments while composing messages as well as after they have been sent. Please note that only the sender of the message can delete them.

**Delete attachments while composing a message:** To remove attachments while composing a message, hover your mouse over the file in the attachment list. Click on the "Trash" icon, then confirm by clicking "Delete" in the dialog box.



**Delete attachments after they have been sent:** Hover your mouse over it to reveal the three dots. Click on them and then select the attachment file you wish to delete. Please note that once a file is deleted after being sent, there is no way to retrieve it.

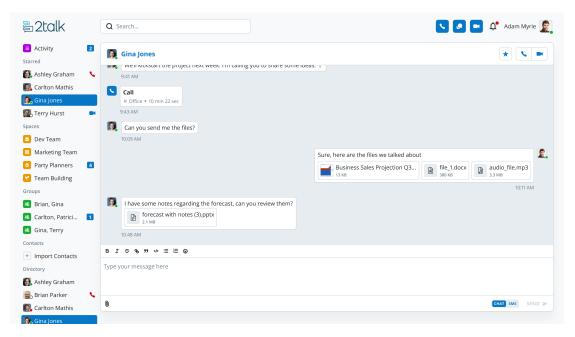
## **Receiving Message**

To ensure you receive messages promptly, adhere to these guidelines:

a. Notification Permissions: Allow notifications within your browser settings to receive real-time updates.

**b. Offline Messages:** Even if you are offline when a message arrives, a notification will alert you upon reconnection, preventing any missed communication's. Recognizing Message Senders: When someone's typing to send you a message, their avatar switches to chat \*\*bubbles (...)\*\* in the sidebar.

**d. Downloading attachments:** When you receive a file, simply hover your mouse cursor over it. A download icon will be displayed. Click on the download icon to initiate the file download process. The file will then be downloaded to your device, allowing you to access it at your convenience.



### **Create new Groups**

When creating a group, it is now possible to add a name to the group, although this is optional.

- 1. On the sidebar, click on the Add new Group button within group section.
- 2. Click on Add to add members to yout group or use the search tool to search for members.
- 3. Before the group is officially created, the owner has the ability to remove participants from the group's list. Hover your mouse and click on the icon to remove the user from tour group.
- 4. A group must consist of at least three members, including yourself (owner) and two others.
- 5. Optionally, assign a name to your group. Click on "Create Group" and you will be redirected to the Chat Group Page.

邑2talk	Q Search	S S 🕒 🗘 Adam Myri	ie 🧝				
Activity 2 > Contacts >	Gina Jones	*					
Ashley Graham     Image: Carlton Mathis     Image: Gina Jones     Image: Terry Hurst	iaculis metus nulla id justo. Duis gravida pulvina mi ante. Integer aliquam sem a pharetra interdu at placerat sapien. Nam consequat dolor eget ju	i. Integer molestie, ipsum ac accumsan tincidunt, arcu velit finibus nisl, vel r egestas. Vivamus gravida scelerisque leo non ultricies. In at urna mi. Sed ac um. Etiam ultricies arcu eu enim elementum aliquam. Mauris et tristique dui, sto lobortis, tincidunt viverra orci pellentesque. Proin finibus arcu sit amet Vestibulum a fermentum arcu. Vestibulum at bibendum metus. Praesent in					
Recents Spaces	We'll kickstart the project next week. I'm calling	you to share some ideas. 💡					
<ul> <li>a Dev Team</li> <li>a Marketing Team</li> <li>b Party Planners</li> <li>c Team Building</li> </ul>	*	Those were some great insights. Thanks for sharing. Let's review plans tomorrow morning so we can start execution ASAP.					
Groups  Brian Parker, Gina Jones	"5	9:57 AM	4				
B I S S I S							
Directory							
🛃 Brian Parker 🛛 💊	0	CHAT SMS SE	ND >				

#### Search in Web App

Whether you're seeking contacts or specific messages, follow these steps to locate them efficiently:

- 1. Navigate to the Main Page and locate the Search bar.
- 2. Enter the information you're searching for in the designated field.
- 3. If you're searching for a contact, simply click on their name. For messages, select "Search messages for..."
- 4. On the Search Results Page, find and click on the specific message you're interested in. This action will direct you to the Contact Chat Page.

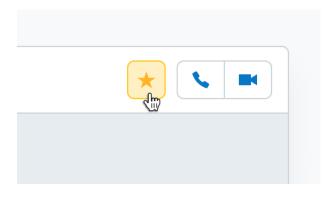
Q Robert	
<b>Robert</b> Lake	CONTACTS
Robert Pearson	DIRECTORY
🔼 Tyler <b>Robert</b> son	CONTACTS
Q Search messages for " <b>Robert</b> "	>

## **Favorite Contacts and Groups**

By marking specific contacts as favorites, you can easily distinguish key interactions.

**a. Mark as Favorite:** On the chat page's header, locate the star icon alongside "Favorite" and click on it. The selected contact will then appear in the "Starred" section of the left menu.

**b. Removing from Favorites**: Should the need arise to remove a contact from your favorites, simply click on the "Favorite" icon again.



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