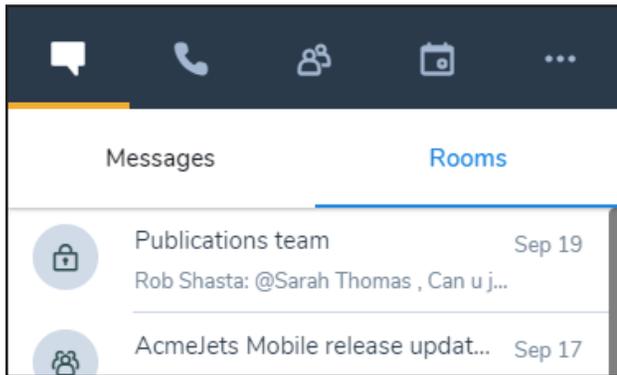


## TEAM MESSAGING

With Team Messaging on the Virtual Office desktop and mobile apps, collaborate with your colleagues via chat more effectively than ever before!

Under **>Rooms**, create chat rooms on demand, stay up to date on your team's latest discussions, bring multiple teams together to collaborate, and much more!



### Public and Private Rooms

Depending on your current needs, you can use a public or private chat room for your discussions:

- 🔒 **Public:** Create a public room to share information with any of your colleagues; you can catch up on projects and recent developments in any public room by searching for it by name in the search bar.
- 🔒 **Private:** Create a private room to discuss information confidentially with specific colleagues.

### Create a Chat Room

- Go to **>Rooms** to open your list of chat rooms.
- Click the **New** icon to bring up a menu.
- In the menu that pops up, select **Create Room** to start creating a chat room.

- Enter the name of the chat room, select the room type, and enter a description for the chat room.
- If you are creating a private room, invite colleagues into the room. If you are creating a public room, you do not have the option to invite people, since public rooms are visible to all your company contacts.
- When you are finished, click **Create**. The new chat room opens, and you can begin typing in the chat.

### Invite to Private Rooms

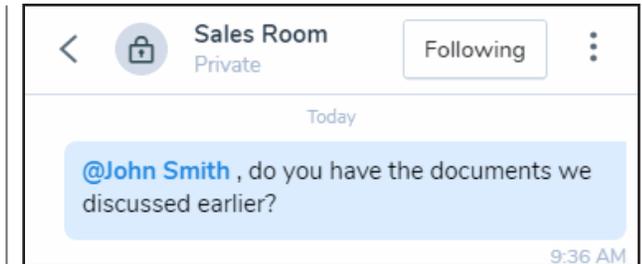
- In a private chat room, click the **More** icon next to the room name to open a drop-down menu.
- From the drop-down, select **Add members**.
- In the contact directory page that opens, search and select users to invite to the room.
- When you have selected all the desired users, click **Add** to invite your colleagues. Existing members of the chat room see a notification that new members have been invited.

### Alert Colleagues in Rooms

If you need to alert a member on the subject of your current discussion in a chat room, simply type **<@>** before their name (for example, **<@John Smith>**) to get their attention.

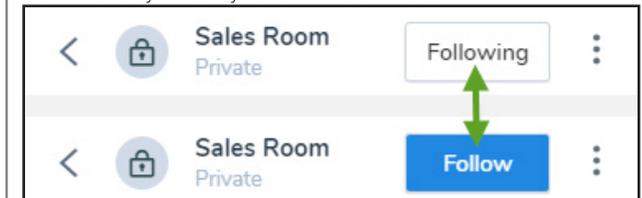
**Note:** In a public room, you can mention any of your company contacts, while in a private room, you can only mention colleagues who are currently members of the room.

- In a chat room, type **<@>** before the name of a user to bring up a list of users with matching names; the list narrows as you continue typing.
- Select the user from the list to invite them to the chat room.



### Follow Chat Rooms

Whenever something about a chat room changes, you are notified in your chat history for that room. Follow a room to be notified of all messages in a room to stay up-to-date, or unfollow to reduce interruptions and be notified only when you are mentioned.



### Share Files in Chat

While chatting with a colleague or group, you can share a file or image you are discussing (up to 100 MB in size) to make your conversation more productive.

- While in a chat or chat room, click the **Attach** icon to open a file selection window, or simply drag and drop a file from your computer.
- Select one or more files to upload.
- Once the files finish uploading, you can send the files by themselves or with an accompanying message. Once the files are shared, another person in the chat can download and open the file.