<table>
<thead>
<tr>
<th>Set Presence Status</th>
<th>Search for Contact and Send a Chat</th>
<th>Send a Chat from the People List</th>
</tr>
</thead>
</table>
| 1. Click the profile dropdown arrow, then click the **Current Status** dropdown to the expand menu  
2. Select the applicable status option  
3. Optionally, click the 🖊️ icon, enter custom message, and then click the ✅ icon  
4. Click the **Do not disturb** toggle to decline incoming calls and mute notifications | 1. Click the **Search for people** button  
2. Enter the name or phone number in the **Search for people** field  
3. Hover over contact  
4. Click the 📩 icon  
5. Enter message  
6. Click the ✉️ button or press the **Enter** key | 1. Click on the name in the **RECENT** or **FAVORITES** list  
2. Enter message  
3. Click the 📩 button or press the **Enter** key  
4. Use the 📩 icon to mention someone or the 😊 icon to send an emoji |

<table>
<thead>
<tr>
<th>View Group Details</th>
<th>Add Members to a Group</th>
<th>Send a File</th>
</tr>
</thead>
</table>
| 1. Click the 📊 icon  
2. Click the 📌 icon to rename group  
3. Click the 🕒 icon to mute notification  
4. Click the 🌌 icon to hide group  
5. Click the 🔍 icon to show add/remove as Favorite  
6. Click the ⚪ icon to leave group | 1. Click the 📊 icon  
2. Click the **ADD** button  
3. Enter the contact’s name or email  
4. Select the contact to be added  
5. Click the **ADD** button | 1. Click on the contact’s name in the **Recent** or **Favorite** list  
2. Click the 📊 icon  
3. Select file from computer  
4. Click **Open**  
5. Click the **SEND** button |

<table>
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<tr>
<th>Create a Group Chat</th>
<th>View Unread Chat Messages</th>
<th>View Contact Insights</th>
</tr>
</thead>
</table>
| 1. Click the **Search for people** button  
2. Click the **CREATE GROUP** button  
3. Search and select all names to add to group (groups of 12 or more must be named)  
4. Click the **GO TO GROUP** button  
5. Enter message  
6. Click the **SEND** button or press the **Enter** key | 1. Click on the name in the **RECENT** or **FAVORITES** list where a red square with a number indicates an unread message  
2. Click on a group message where a red outline with a number indicates an unread message  
3. Review the unread message that appears beneath the **New message** indicator | 1. Click the **Search for people** button  
2. Enter the name or phone number in the **Search for people** field  
3. Hover over contact and click the name  
4. Click the 📊 icon  
5. Scroll down to view contact information  
6. Click the phone number to call or email address to compose a new email message  
7. Click the 🌌 icon to collapse the contact insights view |
<table>
<thead>
<tr>
<th>Inviting Guests</th>
<th>Accepting a Guest Invitation</th>
<th>Managing Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click the <img src="image" alt="menu" /> menu</td>
<td>1. Click the Accept Invitation <img src="image" alt="ACCEPT INVITATION" /> button</td>
<td>1. Click the <img src="image" alt="menu" /> menu</td>
</tr>
<tr>
<td>2. Click <img src="image" alt="INVITE GUESTS" /> or <img src="image" alt="SETTINGS" /> menu</td>
<td>2. Enter Email address, create a password, then click the <img src="image" alt="JOIN" /> button</td>
<td>2. Click the <img src="image" alt="SETTINGS" /> menu</td>
</tr>
<tr>
<td>3. Click <img src="image" alt="SETTINGS" /> menu</td>
<td>3. Create a profile by filling in all applicable fields and click the <img src="image" alt="DONE" /> button</td>
<td>3. Select <img src="image" alt="Guests" /></td>
</tr>
<tr>
<td>4. Click the <img src="image" alt="INVITE A GUEST TO FUZE" /> button</td>
<td></td>
<td>4. Click the <img src="image" alt="icon" /> icon to resend an invite</td>
</tr>
<tr>
<td>5. Fill in all the applicable fields and then click the <img src="image" alt="SEND INVITATION" /> button</td>
<td></td>
<td>5. Click the <img src="image" alt="icon" /> icon to deactivate a guest</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Click <strong>Learn more</strong> to view a complete list of guest capabilities</td>
</tr>
</tbody>
</table>