

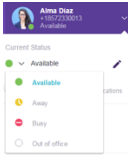
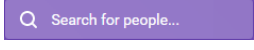




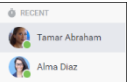












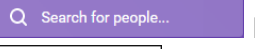



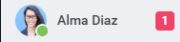

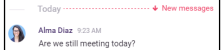
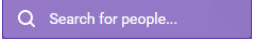


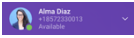



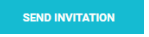

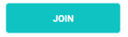
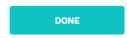
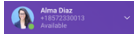






## Fuze Desktop Chat Quick Reference Guide

Set Presence Status	Search for Contact and Send a Chat	Send a Chat from the People List
<ol style="list-style-type: none"> <li>1. Click the profile dropdown arrow, then click the <b>Current Status</b> dropdown to the expand menu</li> <li>2. Select the applicable status option</li> <li>3. Optionally, click the  icon, enter custom message, and then click the  icon</li> <li>4. Click the <b>Do not disturb</b> toggle to decline incoming calls and mute notifications</li> </ol> 	<ol style="list-style-type: none"> <li>1. Click the  button</li> <li>2. Enter the name or phone number in the <b>Search for people</b> field</li> <li>3. Hover over contact</li> <li>4. Click the  icon</li> <li>5. Enter message</li> <li>6. Click the  button or press the <b>Enter</b> key</li> </ol>	<ol style="list-style-type: none"> <li>1. Click on the name in the <b>RECENT</b> or <b>FAVORITES</b> list</li> <li>2. Enter message</li> <li>3. Click the  button or press the <b>Enter</b> key</li> <li>4. Use the @ icon to mention someone or the  icon to send an emoji</li> </ol> 
View Group Details	Add Members to a Group	Send a File
<ol style="list-style-type: none"> <li>1. Click the  icon</li> <li>Click the  icon to rename group</li> <li>2. Click the  <b>SETTINGS</b> button</li> <li>3. Click the  icon to mute notification</li> <li>4. Click the  icon to hide group</li> <li>5. Click the  icon to show add/remove as Favorite</li> <li>6. Click the  icon to leave group</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the  icon</li> <li>2. Click the  button</li> <li>3. Enter the contact's name or email</li> <li>4. Select the contact to be added</li> <li>5. Click the  button</li> </ol>	<ol style="list-style-type: none"> <li>1. Click on the contact's name in the <b>Recent</b> or <b>Favorite</b> list</li> <li>2. Click the  icon</li> <li>3. Select file from computer</li> <li>4. Click <b>Open</b></li> <li>5. Click the  button</li> </ol>
Create a Group Chat	View Unread Chat Messages	View Contact Insights
<ol style="list-style-type: none"> <li>1. Click the  button</li> <li>2. Click the  button</li> <li>3. Search and select all names to add to group (groups of 12 or more must be named)</li> <li>4. Click the  button</li> <li>5. Enter message</li> <li>6. Click the  button or press the <b>Enter</b> key</li> </ol>	<ol style="list-style-type: none"> <li>1. Click on the name in the <b>RECENT</b> or <b>FAVORITES</b> list where a red square with a number indicates an unread message</li> <li>2. Click on a group message where a red outline with a number indicates an unread message</li> <li>3. Review the unread message that appears beneath the <b>New message</b> indicator</li> </ol>   	<ol style="list-style-type: none"> <li>1. Click the  button</li> <li>2. Enter the name or phone number in the <b>Search for people</b> field</li> <li>3. Hover over contact and click the name</li> <li>4. Click the  icon</li> <li>5. Scroll down to view contact information</li> <li>6. Click the phone number to call or email address to compose a new email message</li> <li>7. Click the  icon to collapse the contact insights view</li> </ol>

## Fuze Desktop Chat Quick Reference Guide

Inviting Guests	Accepting a Guest Invitation	Managing Guests
<ol style="list-style-type: none"><li>1. Click the  menu</li><li>2. Click  or</li><li>3. Click  menu</li><li>4. Click the  button</li><li>5. Fill in all the applicable fields and then click the  button</li></ol>	<ol style="list-style-type: none"><li>1. Click the Accept Invitation  button</li><li>2. Enter Email address, create a password, then click the  button</li><li>3. Create a profile by filling in all applicable fields and click the  button</li></ol>	<ol style="list-style-type: none"><li>1. Click the  menu</li><li>2. Click the  menu</li><li>3. Select </li><li>4. Click the  icon to resend an invite</li><li>5. Click the  icon to deactivate a guest</li><li>6. Click <b>Learn more</b> to view a complete list of guest capabilities</li></ol>