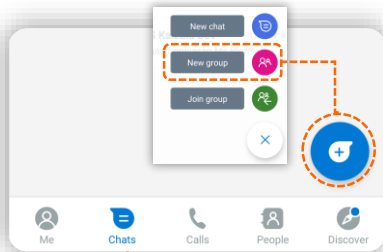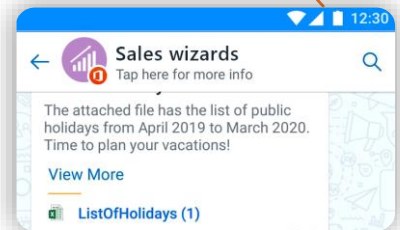# Move your groups to
Kaizala

Here's how!

Follow these simple steps to move your work chats to Microsoft Kaizala
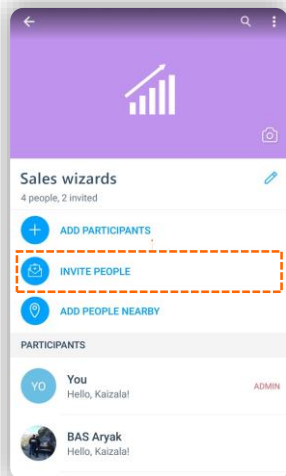
1 Open Kaizala on your phone, tap on the plus icon and then select new group. Follow the steps to create a group.

2 Now that the group is all setup, lets invite your colleagues. Open the group and tap on the group name in the header.
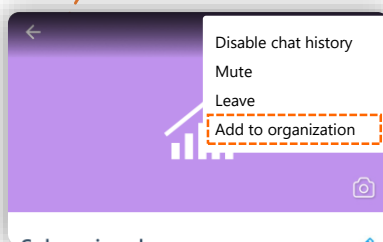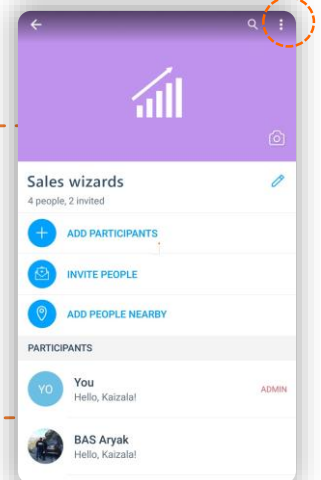
3 Select Invite people option and share the group link on your existing group on the other chat app.

4 Now let's add the group to organization to help protect the organization data. Tap on the more options.

5 Select 'Add to organization' option and follow the steps to successfully add the group to organization.

FB **Fabrikam**   **Microsoft**   Microsoft Kaizala

Callouts for editable components of the posters

Please make the following changes in the posters highlighted in red dialogue boxes before sharing.
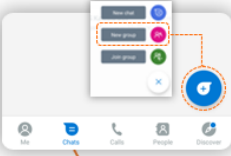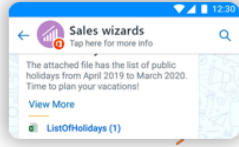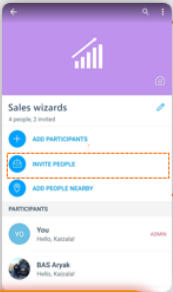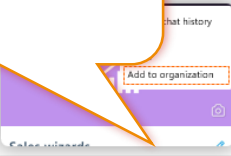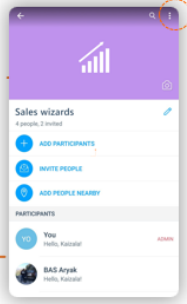

STEP 4
Please change the logo of the organization from "FABRIKAM" to the logo of your organization.