

BIXSPACE

HOW TO USE BIX: YOUR QUICK START GUIDE

EVERYTHING YOU NEED TO START
USING AND WORKING IN BIX



WHAT CAN YOU DO WITH BIX

Bix is one platform for both your business emails and workplace collaboration. With Bix you can carryout conversations and send emails to anyone irrespective of the platform they use.

Business Emails

- Get your own domain name
- Send and receive emails from anyone
- CC, BCC, attachments & more



Workplace Collaboration

- Conversational Emails
- In-build cloud storage
- Workplace channels

WHY SHOULD YOU CHOOSE BIX

- All workplace communication from one platform
- Access via Any device, Anywhere
- User experience that makes sense



LOG IN TO YOUR ACCOUNT



On any browser via

<http://app.bix.chat>



On any mobile device via

Android Mobile app:

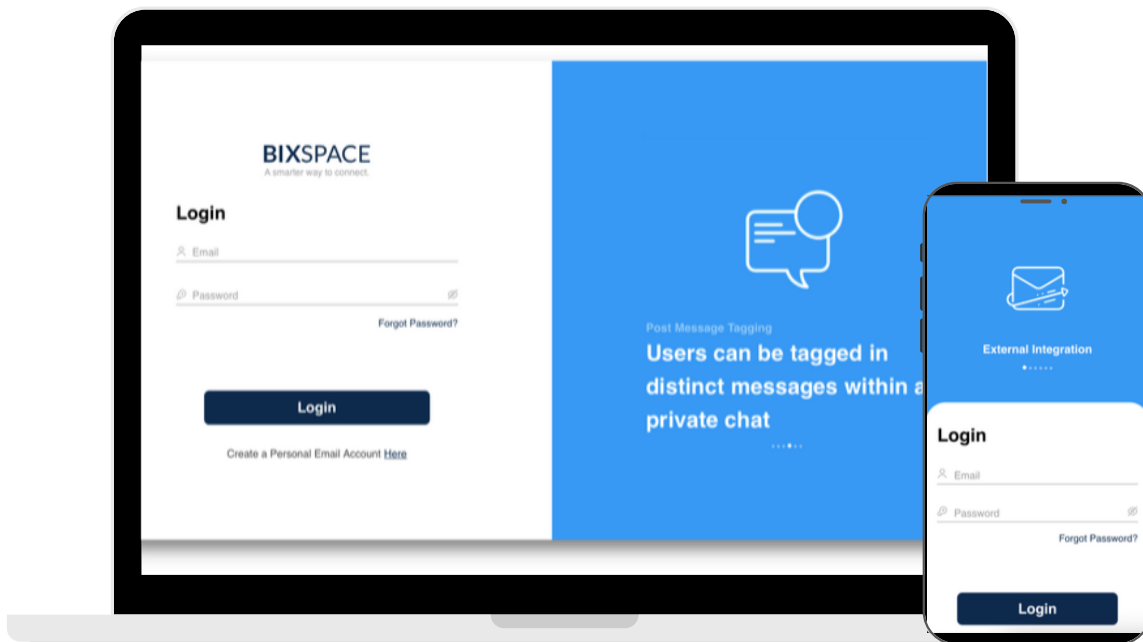
<https://play.google.com/store/apps/details?id=com.binary.bixchat>



On any Mobile device via

IOS Mobile app:

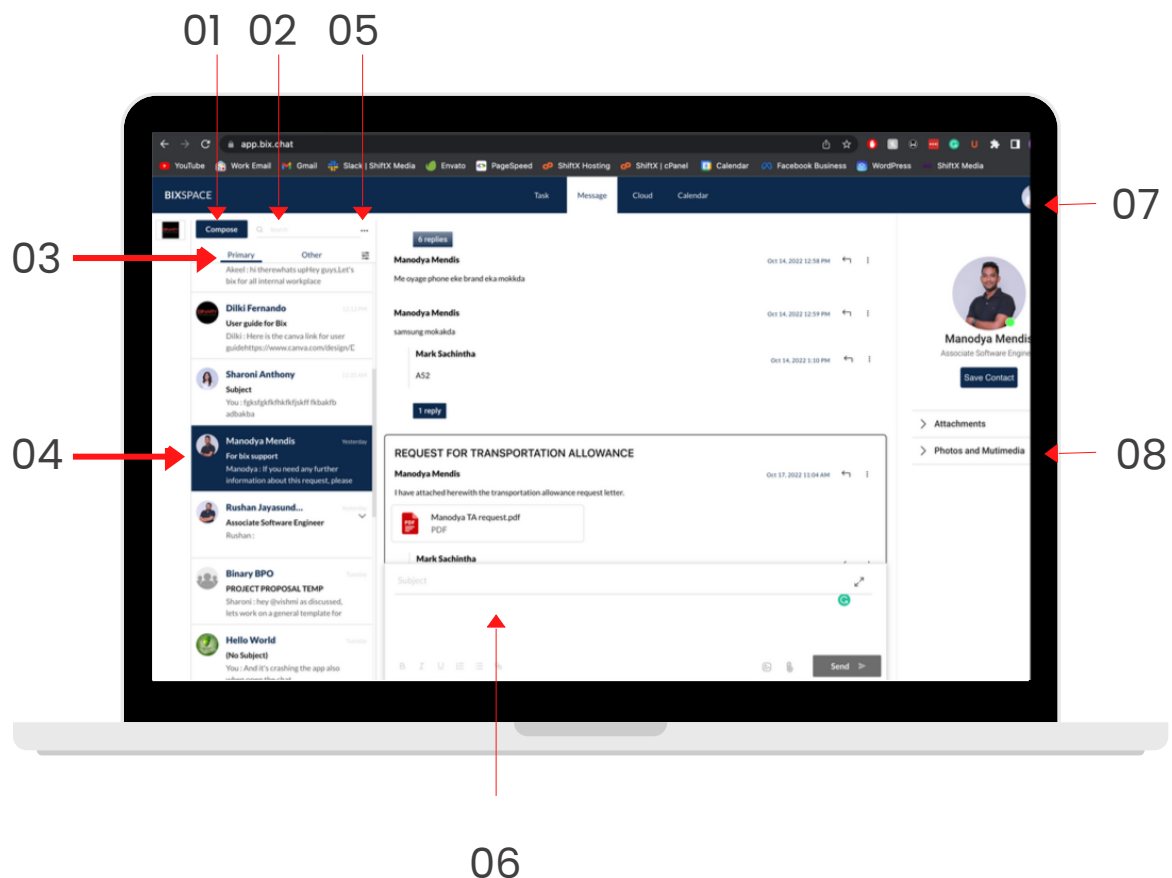
<https://apps.apple.com/lk/app/bix-chat/id1609362316>



- Step 01 - Provide your own email address and password
- Step 02 - Click on Login.

Resetting Password

- Contact the admin of your organization



01 - Compose - You can use the compose button to type and send emails to anyone

02 - Search bar - You can search your contacts by typing their names on the search bar. their names on the search bar.

With bix you can connect with bix users as well as outsiders (Non-Bix users). To keep your chats organized, we used separate categories:

03 - Primary-Displays chatrooms of your workspace and saved contacts.

Other - Displays chatrooms of Non bix users not in your contacts.

04 - These are your Chatrooms. Bix creates separate chatrooms for your contacts and groups.

05- You can create your own groups by clicking on the three dots.

06 - This is the typing space. You can click here and send a message. You can also add a subject, attachments and use the text formatting options available here.

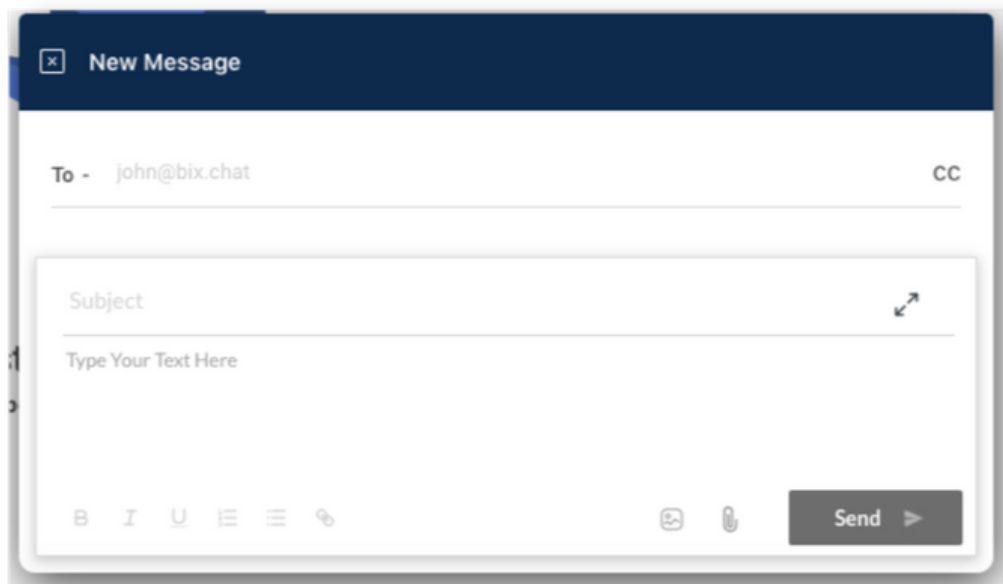
07 - This is the user profile button. You can access your profile settings and logout from here.

08 - You can find the chatroom information here.

HERE'S HOW YOU CAN SEND AN EMAIL VIA BIX:

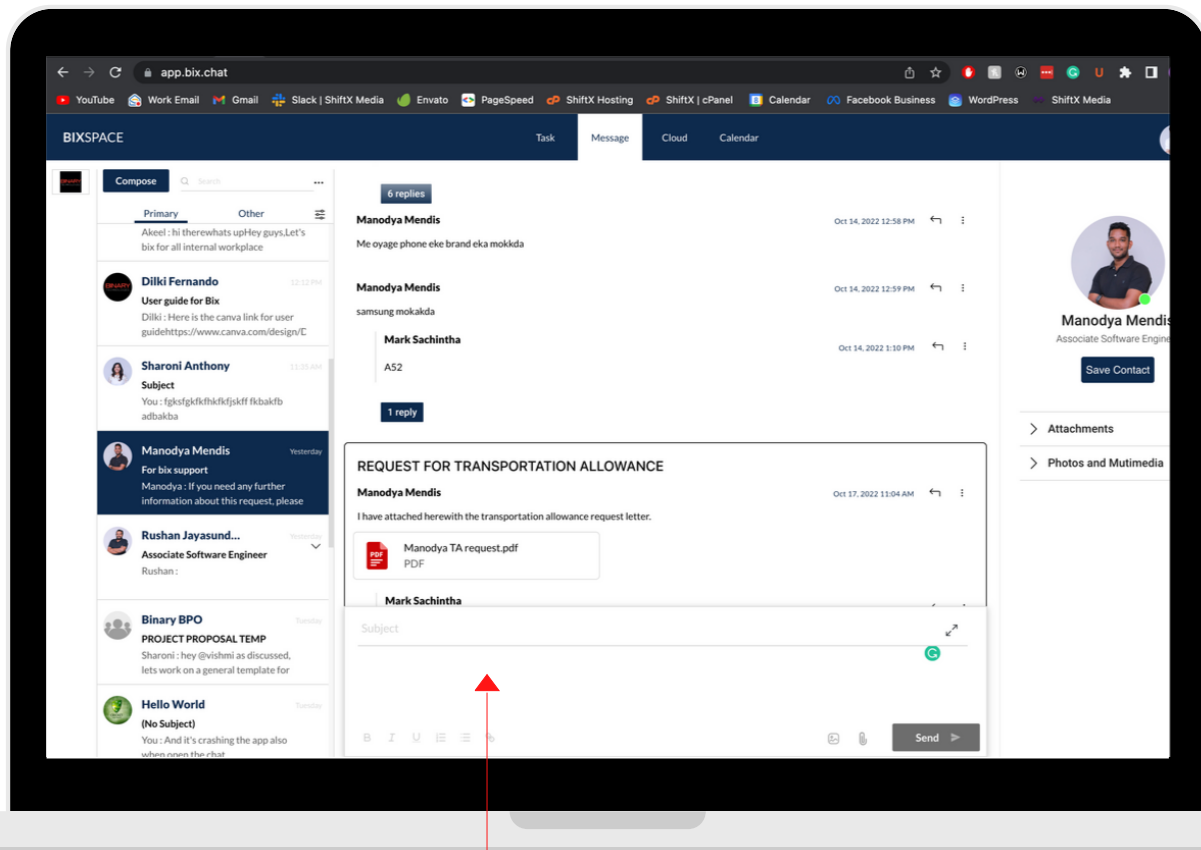
- By clicking on the compose button
- By using the search bar to find a contact and clicking the typing space
- By selecting an existing chatroom and clicking on the typing space

VIA THE COMPOSE BUTTON



- Step 01 - Click on compose button
- Step 02 - Type the email address
- Step 03 - Add email addresses that you want to send a carbon copy of the message
- Step 04 - Add a subject related to the message if you need
- Step 05 - Click the message field
- Step 06 - Type your message and add any attachments or formatting you'd like
- Step 07 - Click the send button

SENDING EMAILS TO AN EXISTING CHATROOM

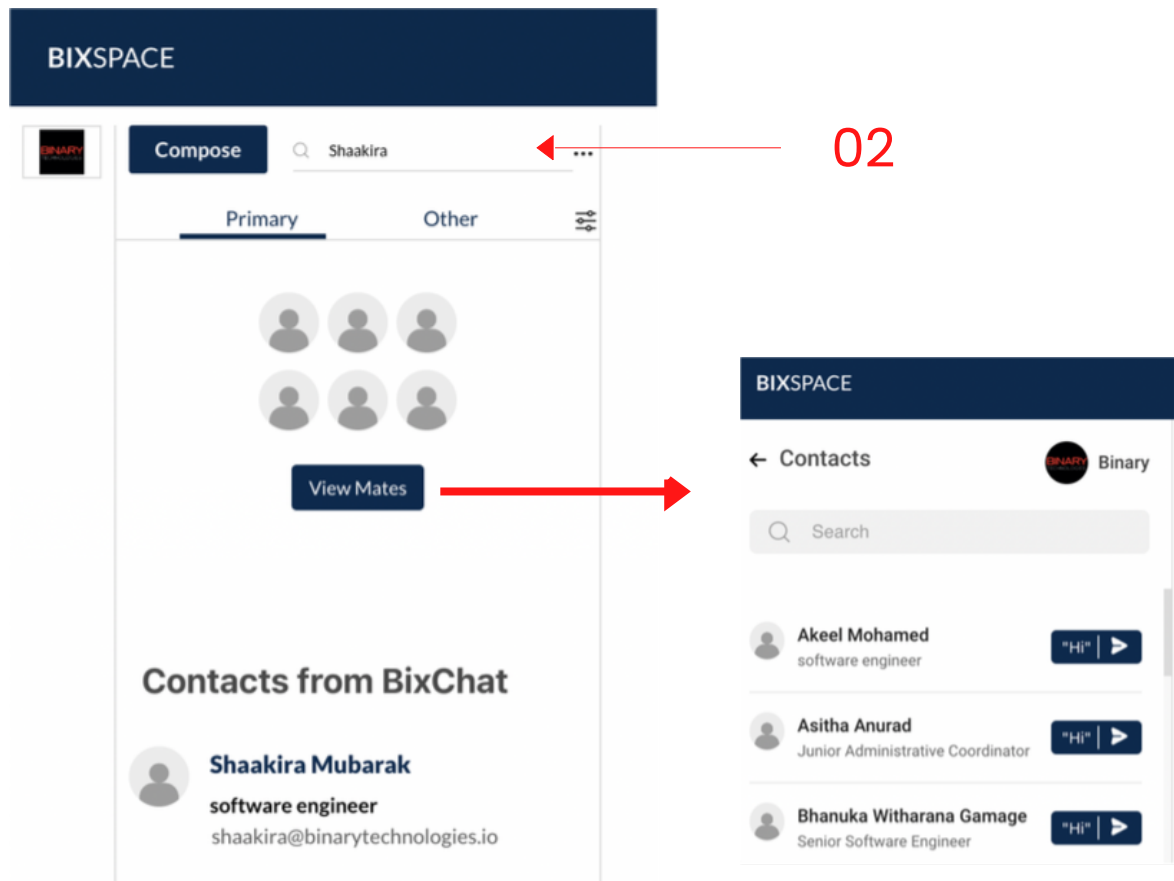


06

- Step 01 - Select or click on the chatroom
- Step 02 - Add a subject related to the message if you want to send
- Step 03 - Click the message field
- Step 04 - Type your message and add any attachments
- Step 05 - Click the send button

SENDING EMAILS

BY SEARCHING YOUR CONTACTS

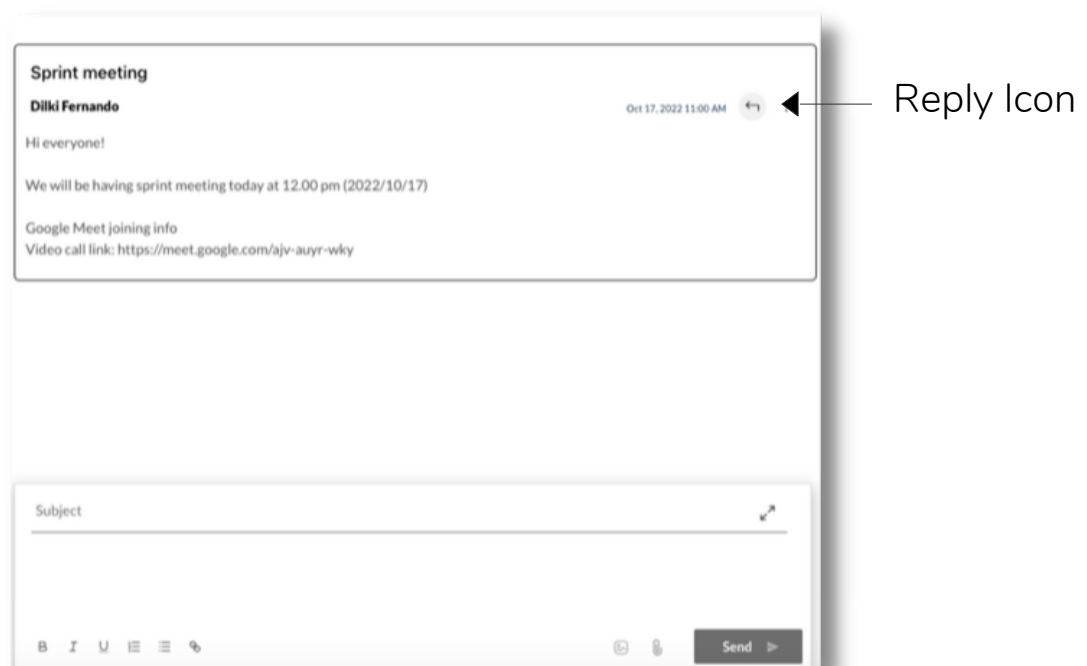


- Step 01 - Click on the search bar
 - Step 02 - Type the contact name
 - Step 03 - Click on the name in the search results
 - Step 04 - Type your email in the typing space and hit send
-
- You can also say Hi to your workspace contacts by clicking on view mates, and clicking on the "Hi" button.

REPLYING TO EMAILS

- Emails from your workspace and saved contacts will show up in the primary category.
- Emails from anyone else; unsaved contacts including gmail, yahoo etc will show up in the other category. If you wish to move a chat from other to primary, you can do so by saving the contact.
- You can click on the particular chatroom and read the email. You can see the number of emails you received as well.

VIA THE REPLY ICON

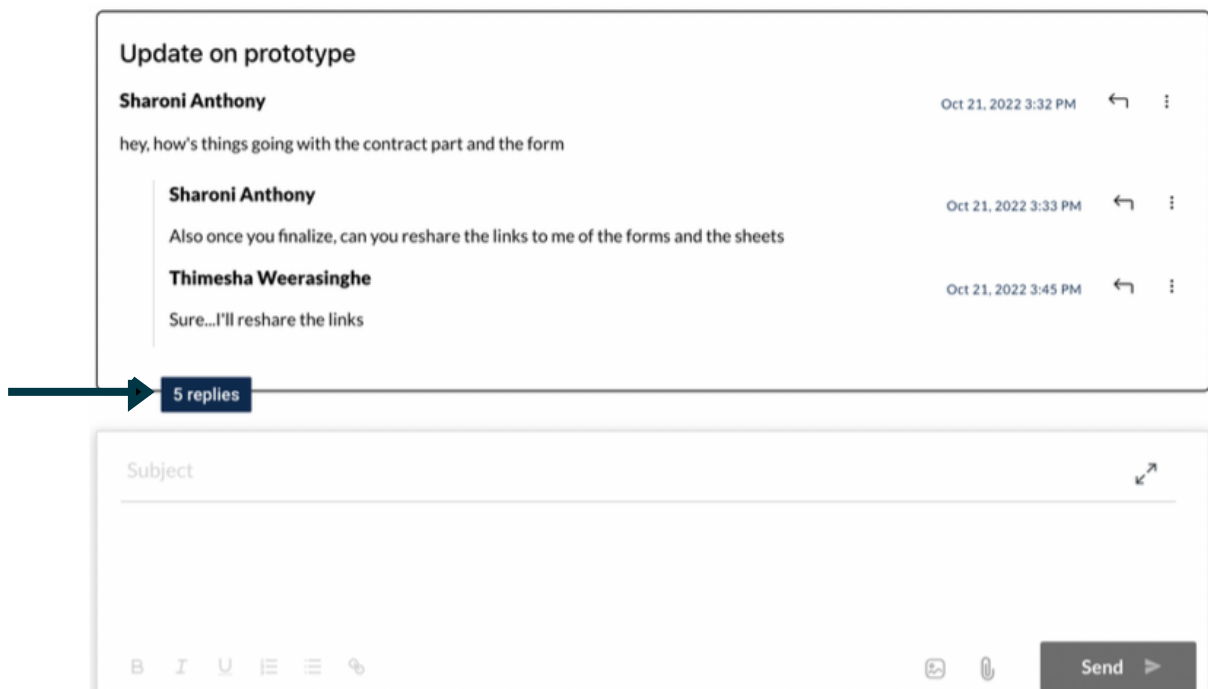


- Step 01 - Once you received the email, view the message by clicking on a particular chatroom
- Step 02 - Click on reply icon
- Step 03 - Click on the message field and type your reply
- Step 03 - Click on the send button

REPLYING TO EMAILS

ON REPLY THREADS

- If there's more than one reply, you can view the thread by clicking on the icon below the message.

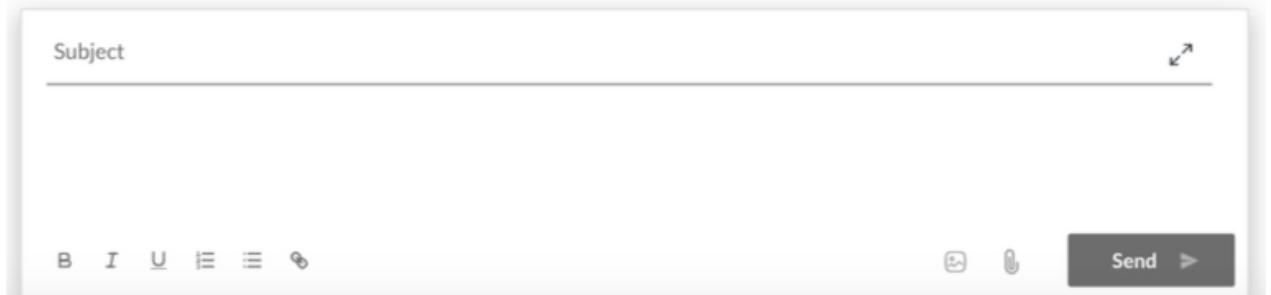


- Step 01 - Click on the reply button
- Step 02 - Now you will be able to view the multiple replies

EMAIL OPTIONS

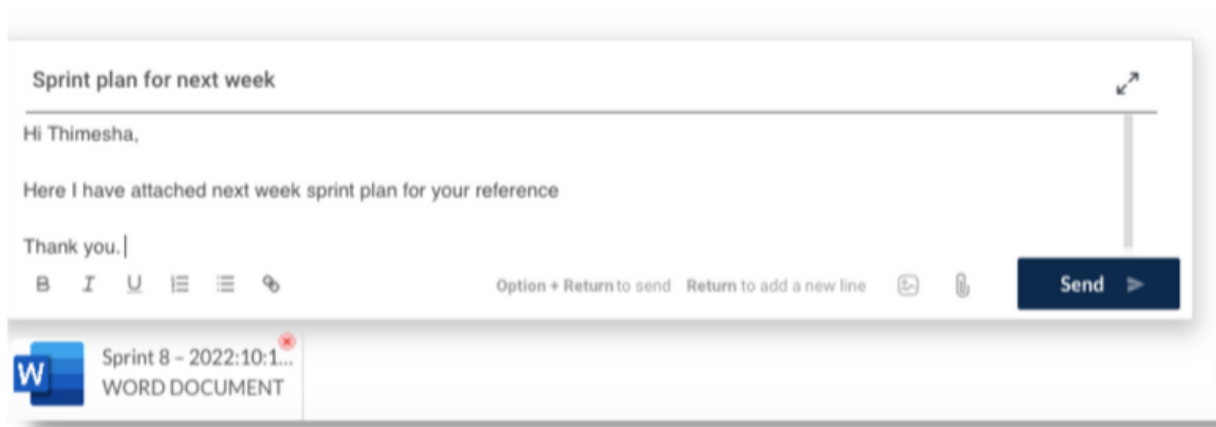
SEND ATTACHMENTS

- You can send attachments including images, videos, documents along with you emails



- Step 01 - Click on the button
- Step 02 - Select the files that you want to attach
 - For images and videos click on icon 1
 - For other files click on icon 2
- Step 03 - Click on the send button

TO REMOVE ATTACHMENTS



- Step 01 - Hover attachment/file that you want to remove
- Step 02 - Click on the cross sign on the top right corner of the file.

EMAIL OPTIONS

TEXT FORMATTING

Add text styling to your emails to make it easier for others to read and understand what you have to say. You can use the formatting toolbar for this and customize your email.

To have a better preview of your email, click on the expand icon.

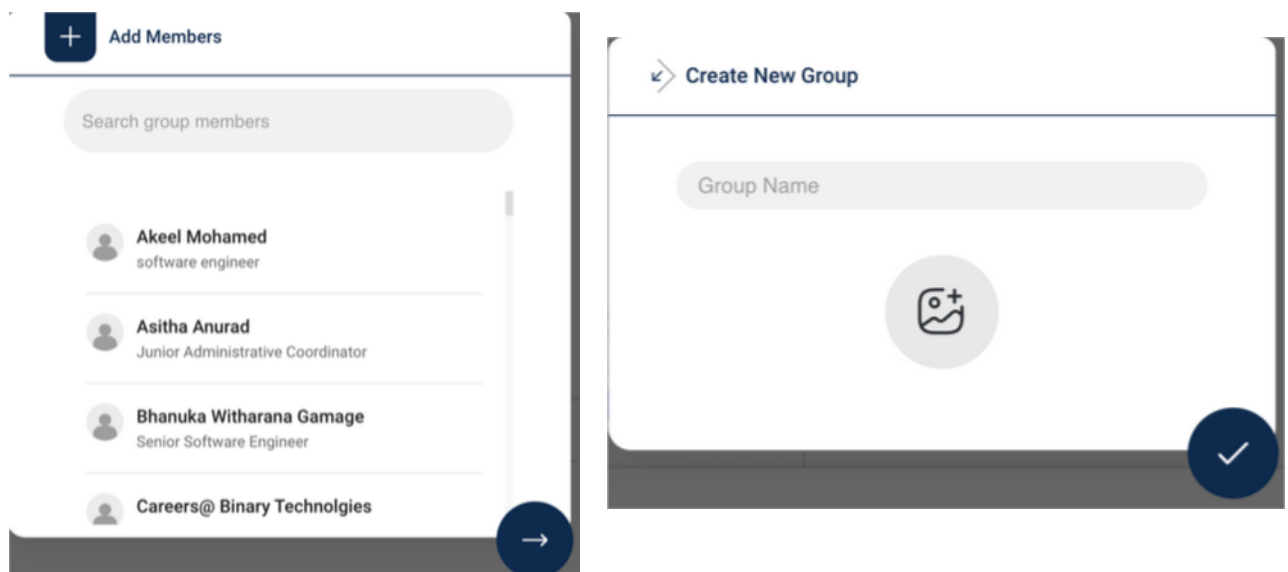
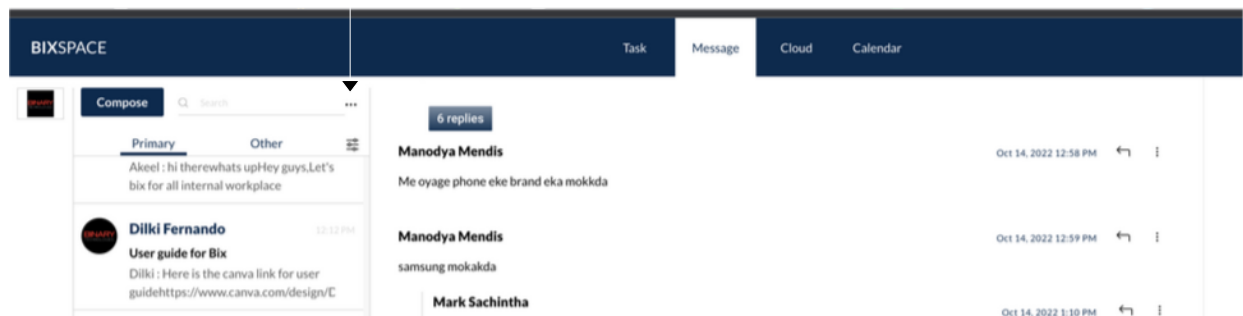


Options (Left to right)	Description
Bold	Creates the appearance of darker text by applying a thicker stroke weight to the letters
Italic	The characters are displayed in <i>italics</i> .
Underline	<u>Underline</u> your text
Ordered List	Use ordered lists when items need to be read in a specific order to make sense: <ol style="list-style-type: none">1.Step 012.Step 02
Unordered List	Use bullet points to list items with symbols instead of numbers: <ul style="list-style-type: none">• Apples• Oranges

WORKPLACE CHANNELS

CREATING GROUPS

You can create groups in bix with members in your workplace. Keep everyone in the loop while all your conversations and files related to a topic stays organised, all in one place.

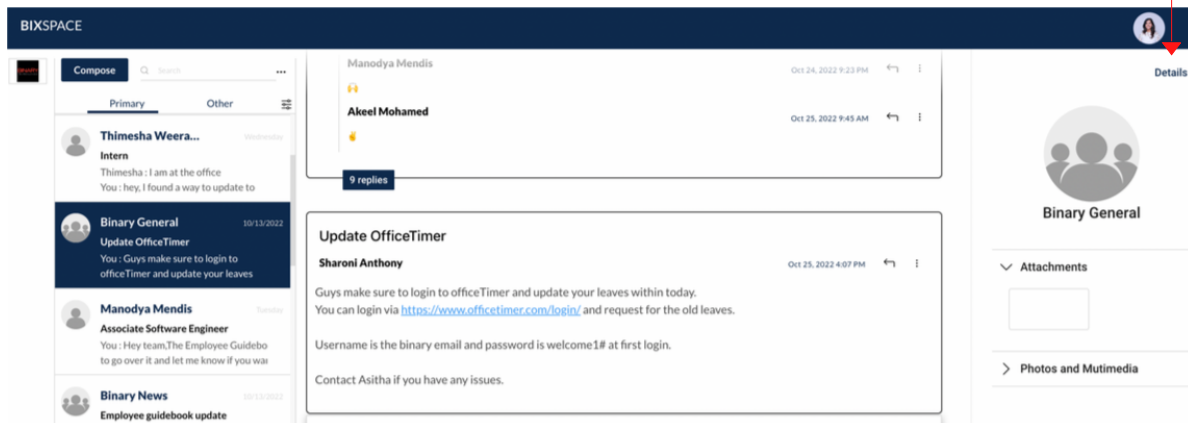


- Step 01 - Click on three dots on the top left
- Step 02 - Add group members by scrolling the list or searching the names
- Step 03 - Add a profile image and a group name
- Step 04- Finish Creating the group by clicking the tick

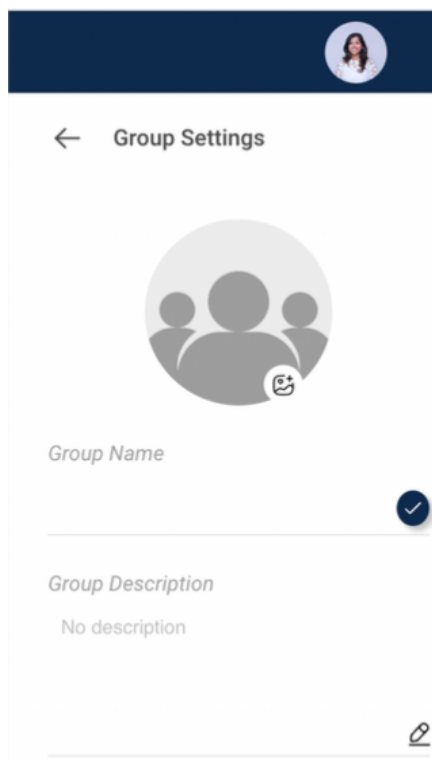
GROUP CHATROOMS

GROUP SETTINGS

You can change your group details and manage group member settings, by clicking on the details button on the right hand tab of the group



SET GROUP NAME & DESCRIPTION



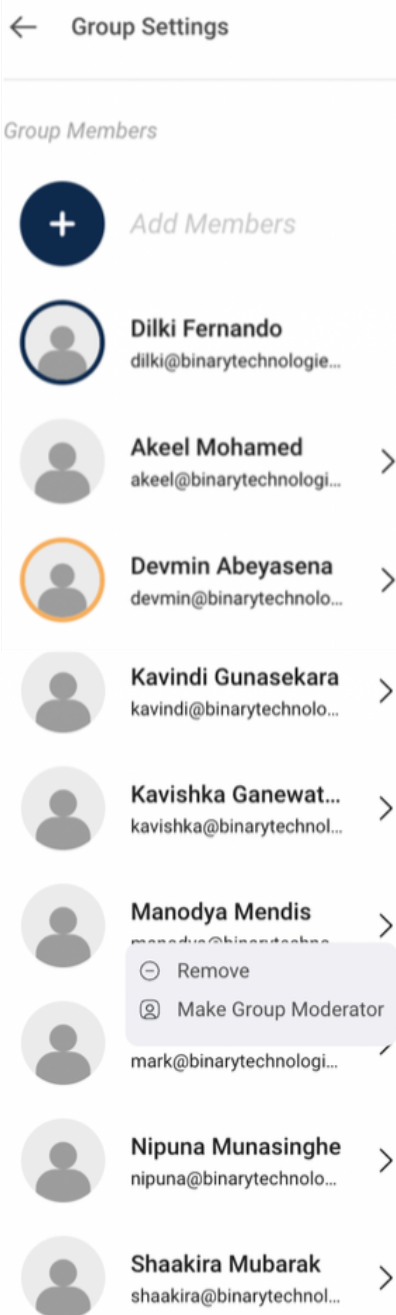
- Step 01 - Click on the Details button at the top right corner
- Step 02 - Click on the blue tick next to the group name field
- Step 03- Once the pencil icon appears, click the text area and type the name.
- Step 04 - Click the pencil icon again and set the group name.

Follow the same steps to add a group description by clicking the text area of the group description.

GROUP CHATROOMS

MANAGING GROUP MEMBERS

Manage your group members and moderators and get more control over your groups. Moderators have the power to add, remove and set others as moderators in the group. The creator of the group is a moderator by default. The creator and moderators are denoted by a blue outline and a yellow outline on their profile picture respectively.



ADD GROUP MEMBERS

- Step 01 - Click on Details button at the top right corner
- Step 02 - Click on Add members
- Step 03 - Type the contact name or scroll the list and select who you want to add
- Step 04 - Click on the tick icon at the bottom right of the pop-up window

SET GROUP MODERATORS

- Step 01 - Hover over the members list and find who you wish to make a moderator
- Step 02 - Click on the arrow head on right corner of that name
- Step 03 - Click on Make group moderator

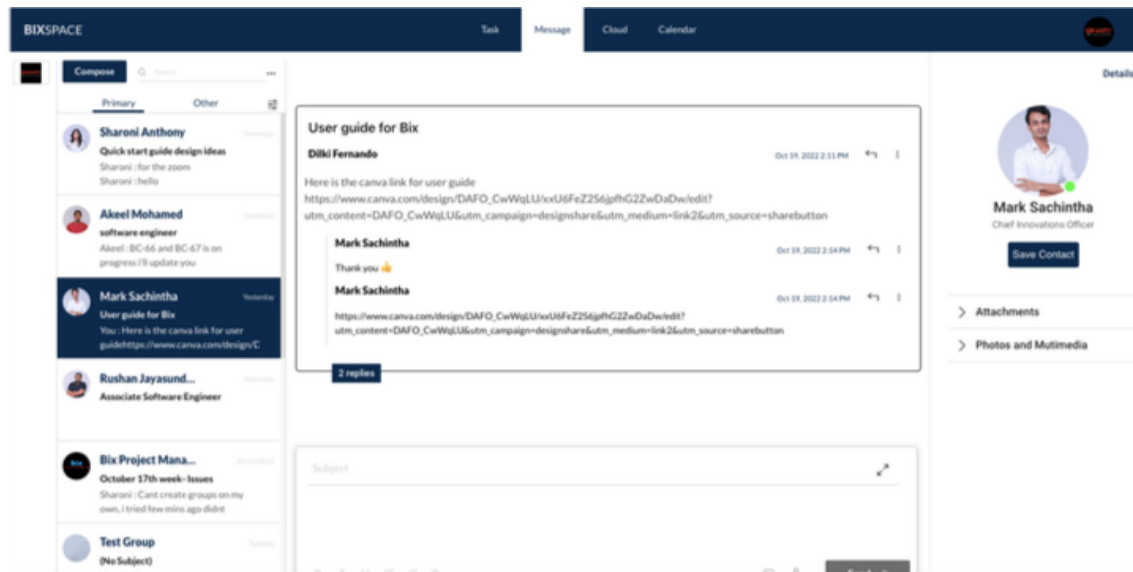
REMOVE MEMBERS

- Step 01 - Find who you want to remove
- Step 02 - Click on the arrow head on right corner of that name
- Step 03 - Click on remove

CONTACT MANAGEMENT

VIEWING CHATROOM PROFILES

You can view the profile details of your chatroom by clicking on the details icon on the right bar.



SAVING A CONTACT

By default your workplace members are in your contact list. The following steps can be followed for chatrooms in the other category:

- Step 01 - Click on save contact in the details bar on the right side
- Step 02 - Edit the fields
- Step 03 - Click on Save

By saving a contact, their chatrooms will be moved to primary.

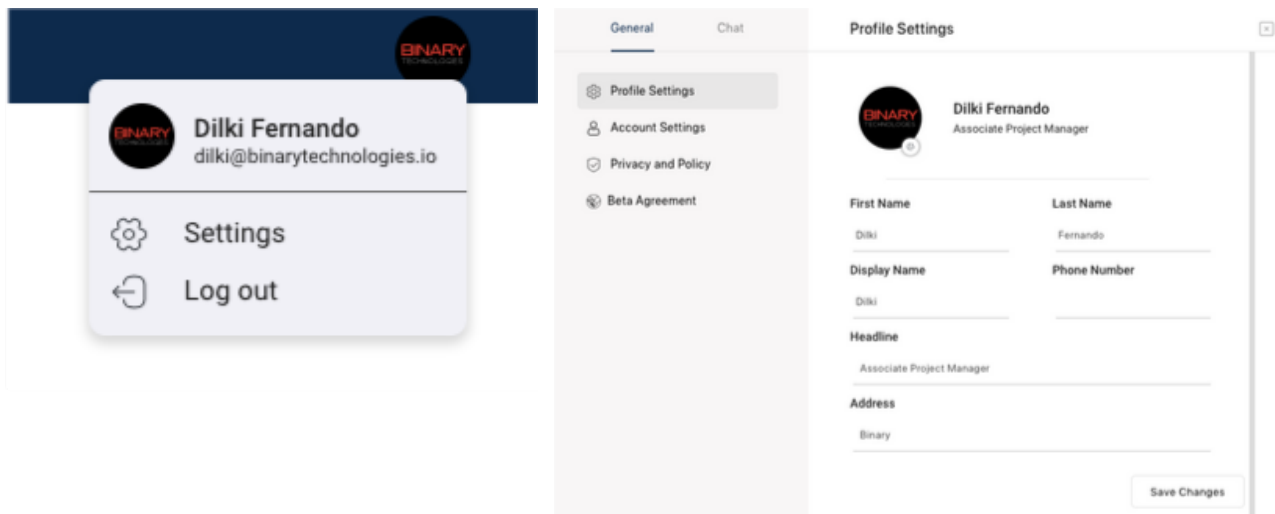
BLOCK CONTACTS

- Step 01 - Click on the details bar on the right side
- Step 02 - Click on block

PROFILE MANAGEMENT

SETUP YOUR PROFILE

By filling out your profile, you help your coworkers get to know you better. Remember to upload a profile picture when you complete your profile information. Your picture makes it simpler for your teammates to recognize you in Bix.



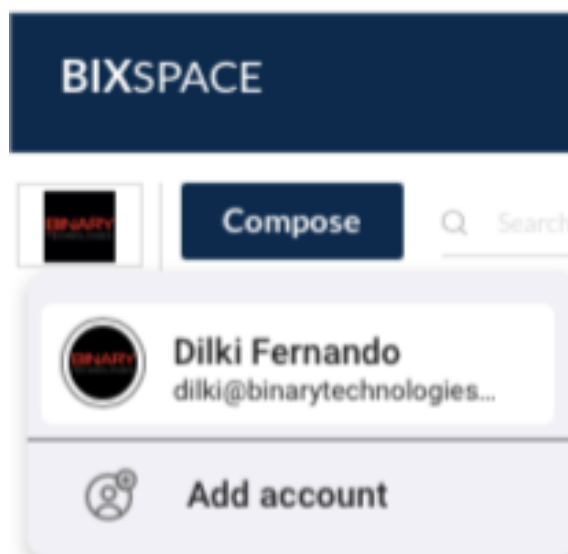
- Step 01 - Click on the top right corner (User profile button)
- Step 02 - Click on Settings
- Step 03 - You can fill in the below details as you wish
 - Full Name
 - Last Name
 - Display Name
 - Phone Number
 - Headline
 - Address
- Step 04 - Click on Save changes

PROFILE MANAGEMENT

MULTIPLE BIX ACCOUNTS

You can quickly switch between workspaces in Bix on your desktop and mobile devices if you have more than one bix account.

ADDING ANOTHER ACCOUNT

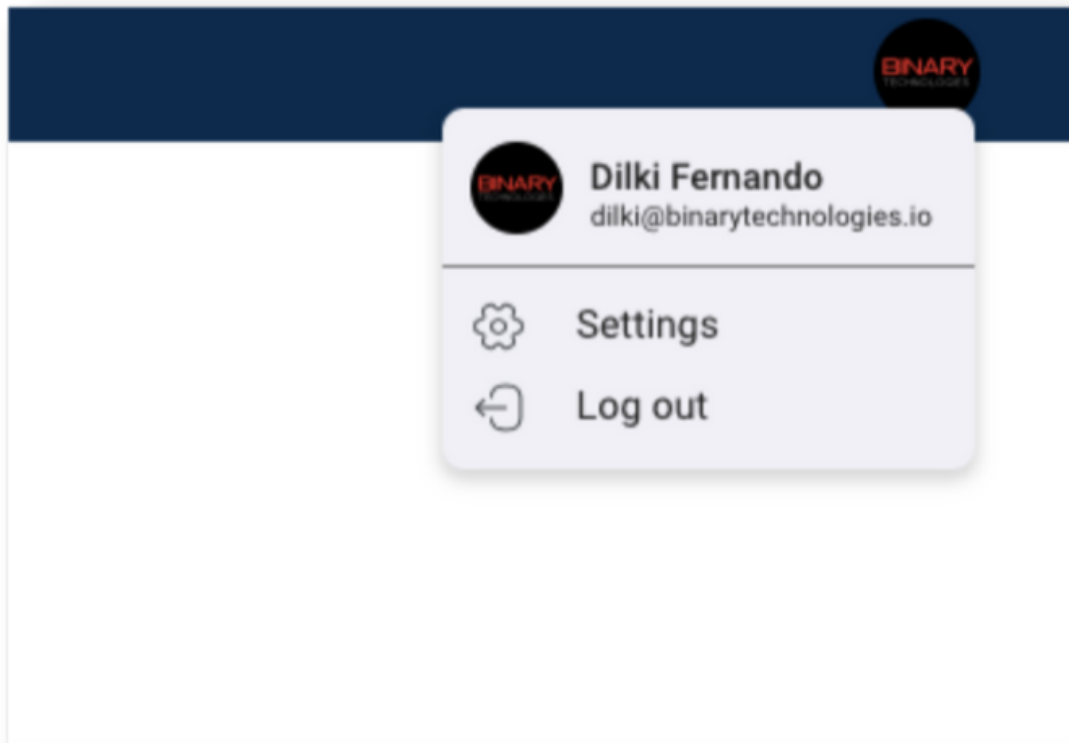


- Step 01 - Click on the top left corner
- Step 02 - Click on Add account
- Step 03 - Add your other account details

SWITCHING BETWEEN ACCOUNTS

- Step 01 - Click on the top left corner
- Step 02 - Select the account you wish to login to

LOG OUT FROM BIX ACCOUNT



- Step 01 - Click on top right corner(User profile button)
- Step 02 - Click on Log out

ACCESS FROM ANYWHERE, WITH ANY DEVICE



On any browser via

<http://app.bix.chat>



On any mobile device via

Android Mobile app:

<https://play.google.com/store/apps/details?id=com.binary.bixchat>



On any Mobile device via

IOS Mobile app:

<https://apps.apple.com/lk/app/bix-chat/id1609362316>

