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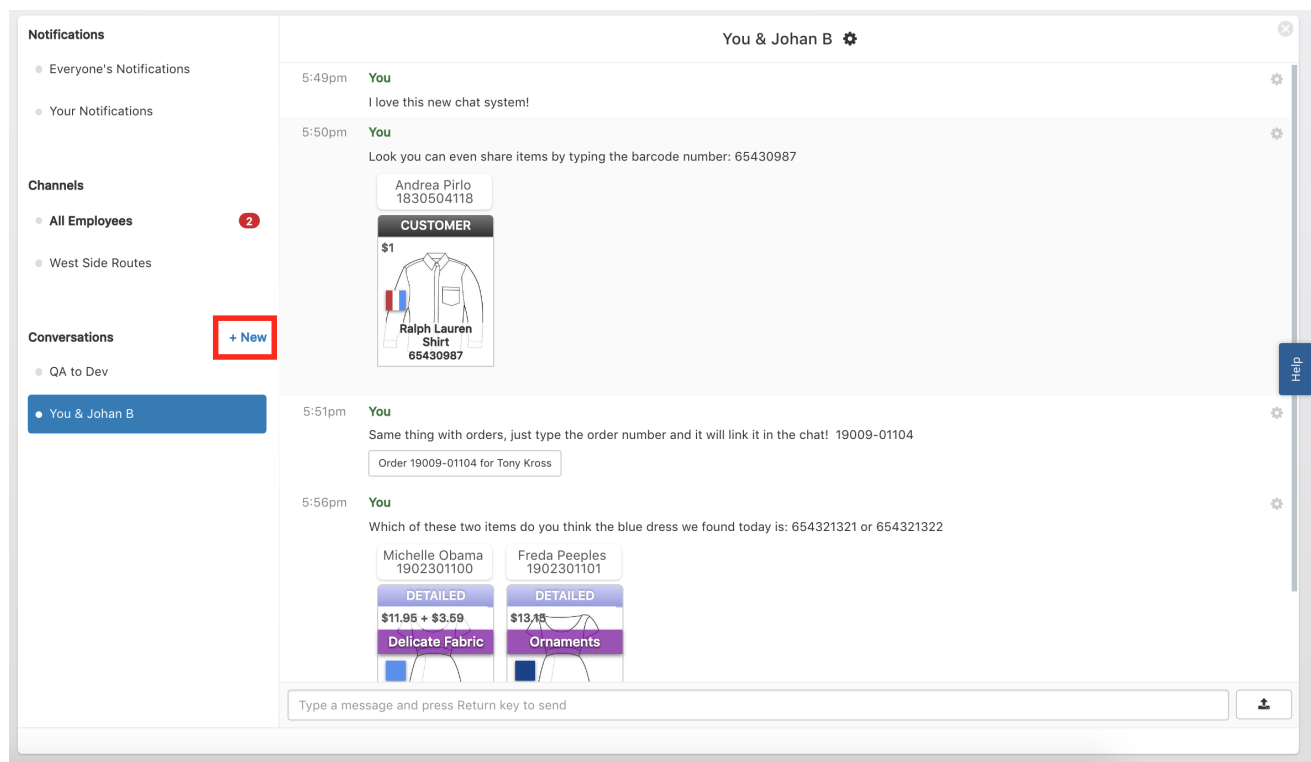
How to Start a New Private Message

Josh Nye
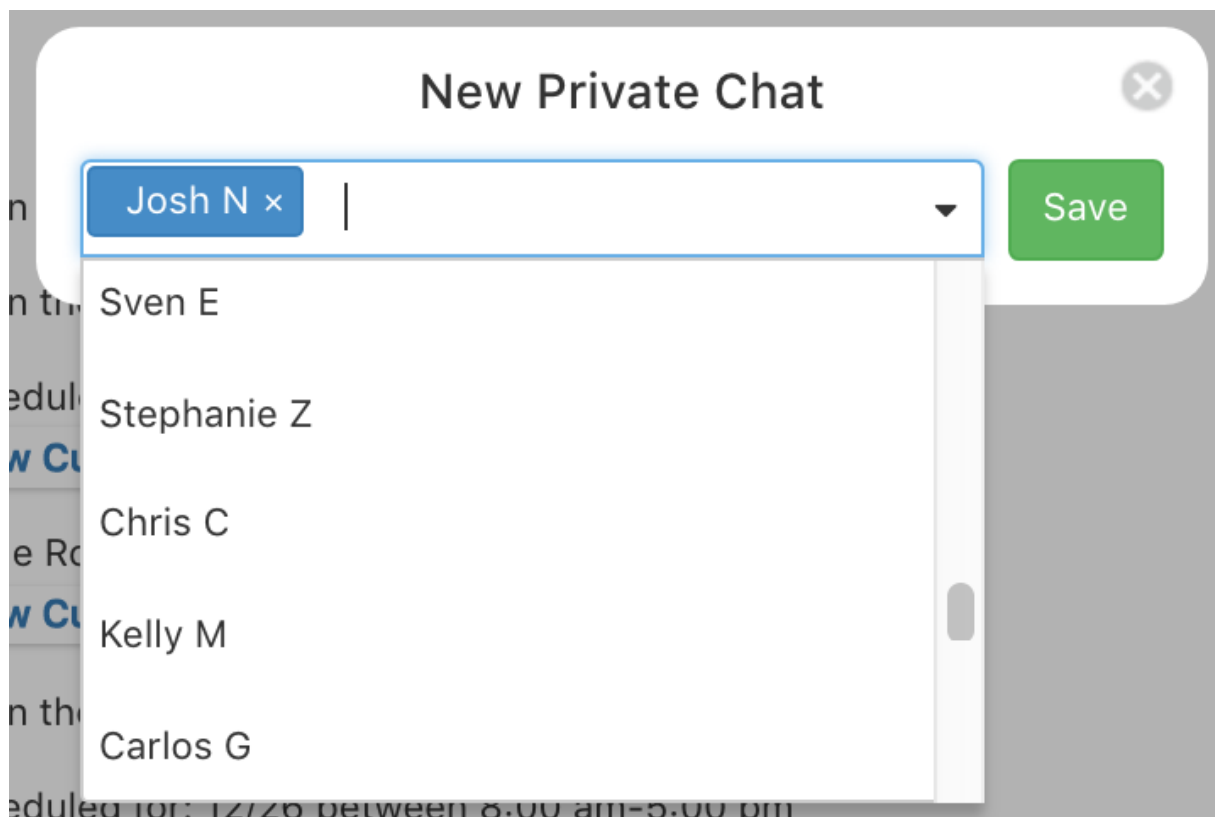2 years ago · Updated

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To create private messages with one or more people follow the instructions below.

1. Open the Messages Module.

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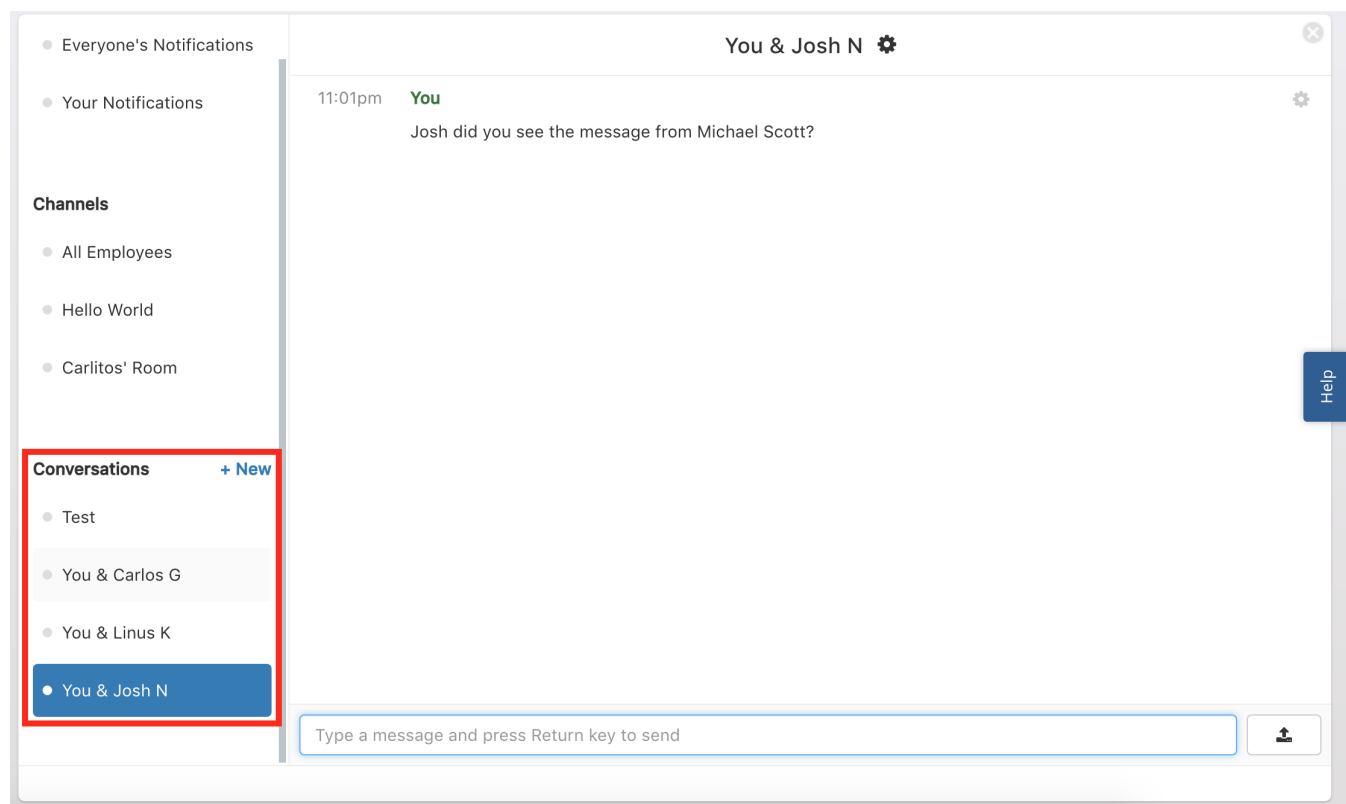## 2. Click on the New button next to the Conversations header.

3. Scroll or type an employee's name to add them to the private conversation. You can add multiple employees if you want.

4. Once you have selected all the employees you want to start the chat with click save and them a message.

5. All of your private chats will display below the Conversations header, and the chat you are currently in will be highlighted in blue.

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