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## Purpose

We are proposing a new feature for an existing application, Microsoft Teams. The feature would allow users to send messages in 2 new ways.

The purpose of this demo video is to provide a visual aid – the video will show what the feature would look like and how it would behave.

This video can be extremely basic (no fancy animations needed), as it is just meant to show the general flow that the user will follow.

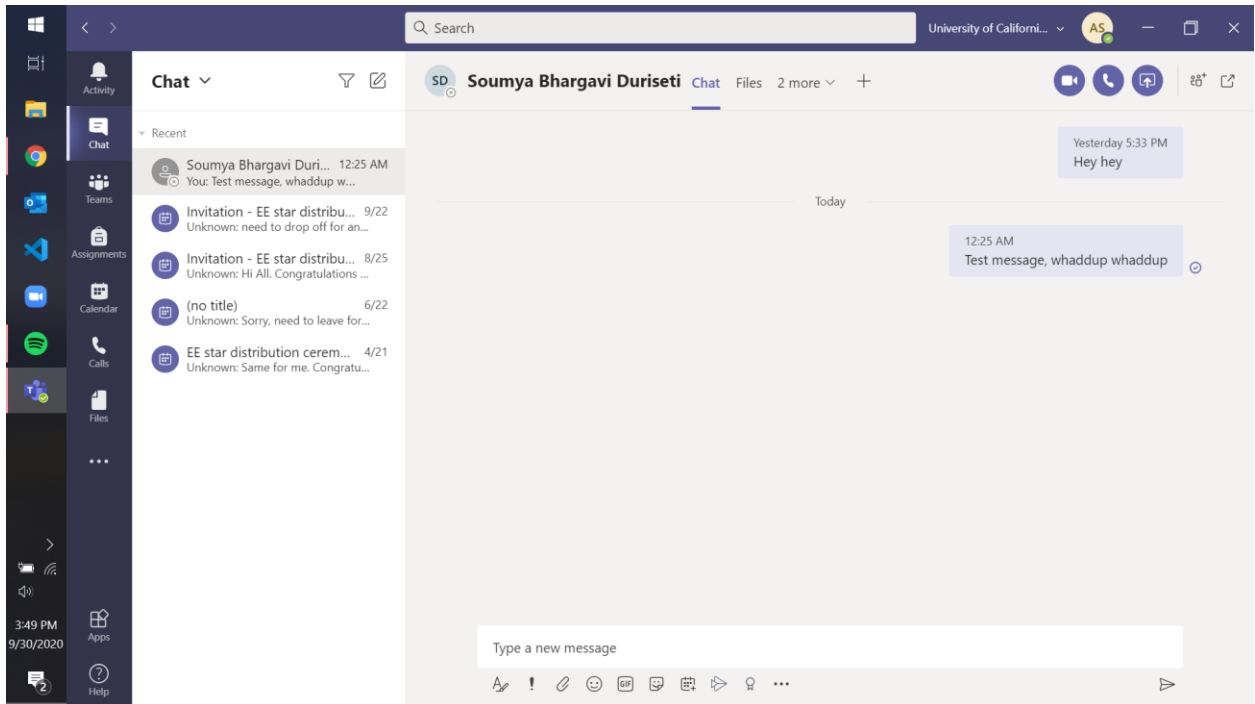
## Feature description

This feature allows users to right-click the send button. The right-click menu gives them additional send options. The two options it'll give them are:

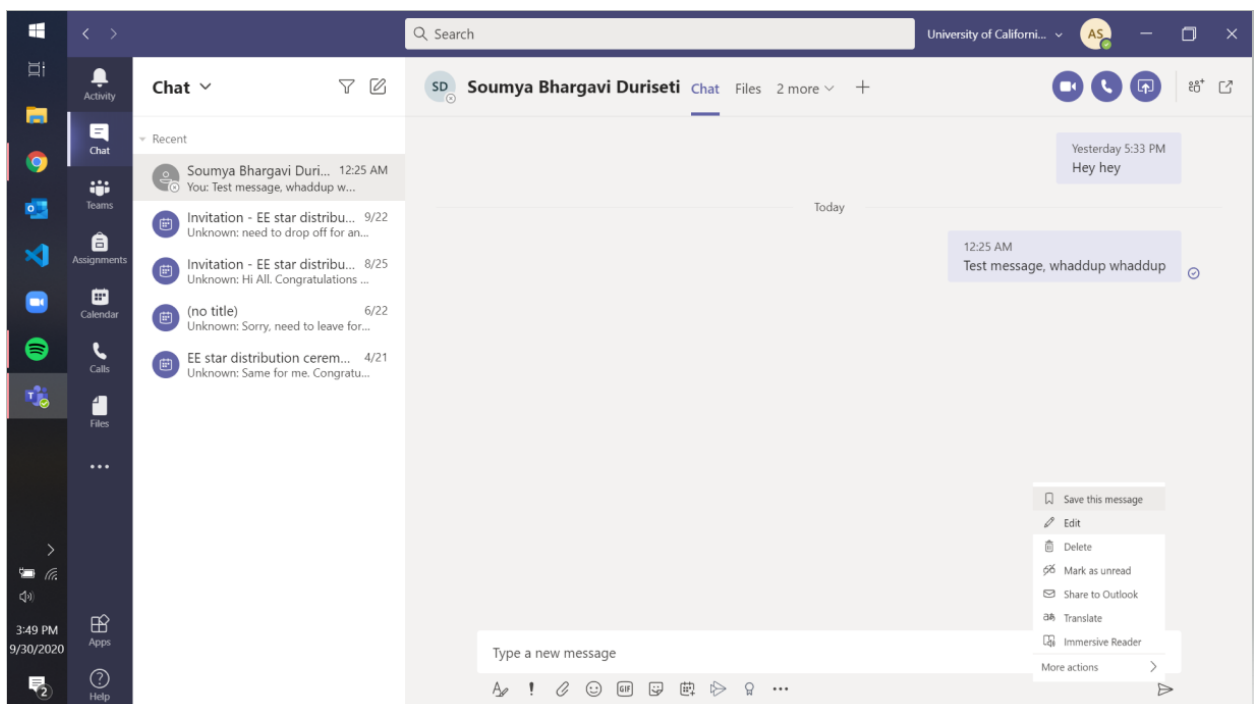
1. **Schedule**
  - a. Allows users to schedule a message to be sent at a later date/time
  - b. Clicking this will open a popup that allows users to select the date and time
  - c. Confirmation message
    - i. Bolder font: "Message will be sent on (date) at (time)"
    - ii. Smaller font: "You can cancel this message before your selected time"
  - d.
2. **Send to...**
  - a. Allows users to select multiple recipients for a message/attachment
  - b. Clicking this will open up a popup that allows the user to select multiple contacts within their organization
  - c. Confirmation message "Message sent to (number) users"

## Video Outline (Storyboard)

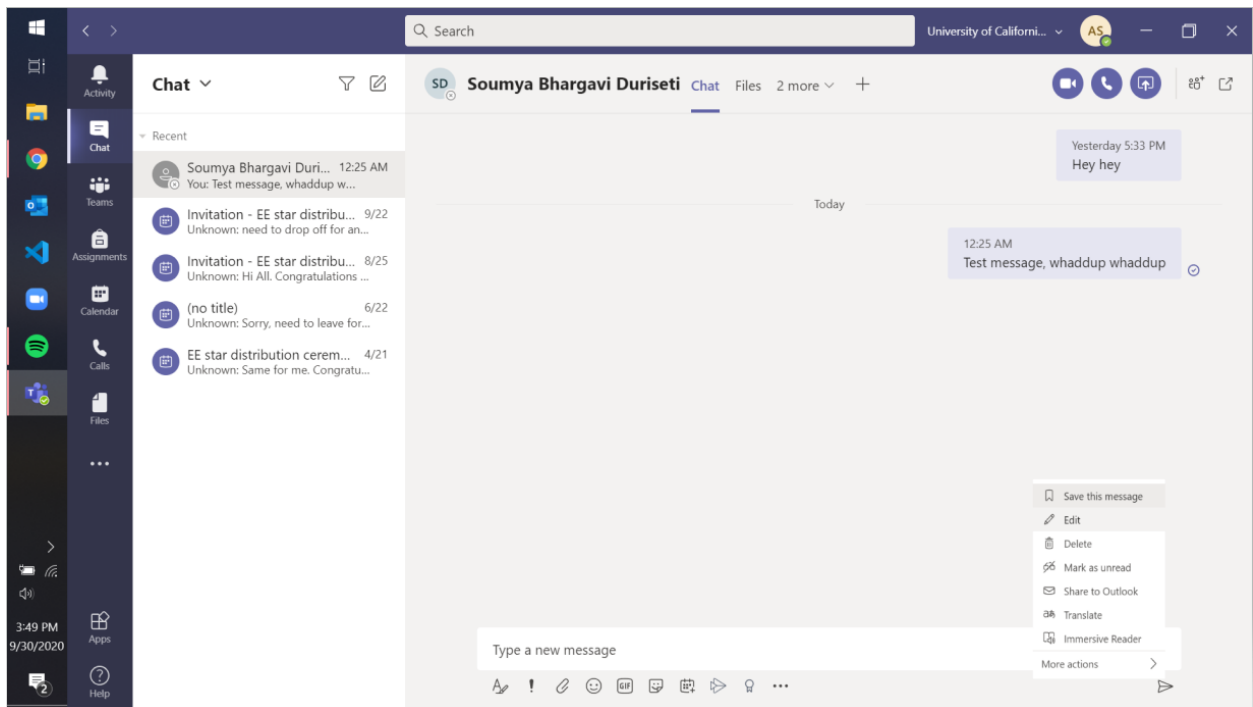
1. Show an open chat window (replace Soumya's name with "Takashi Kawamura" please)



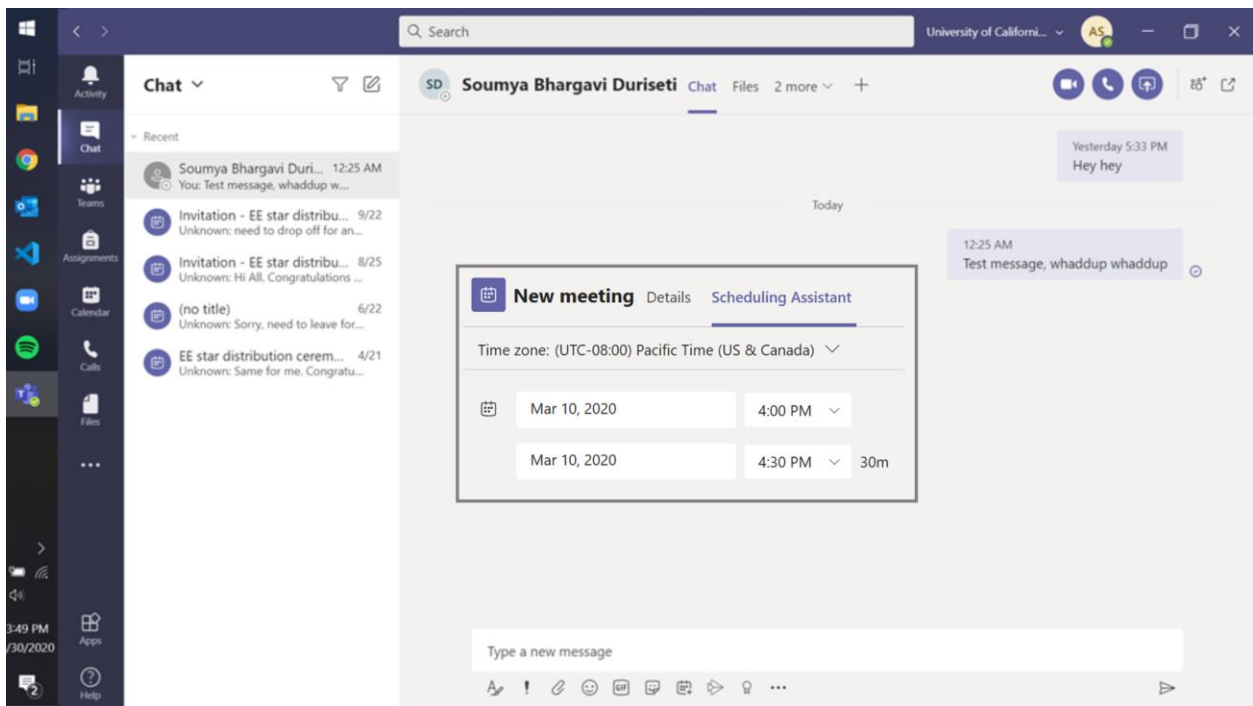
2. Show the user "right-clicking" on the send button
  - a. Replace text with our two options, Schedule and Send to...



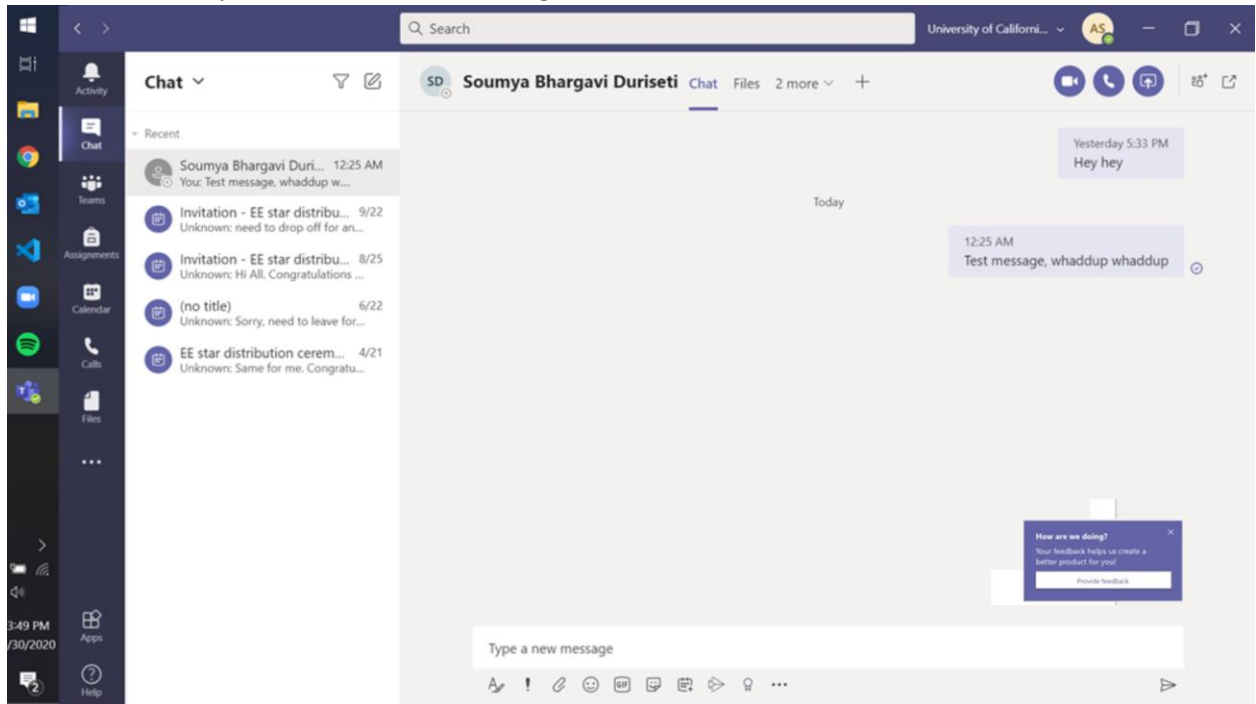
### 3. Select the “Schedule” option



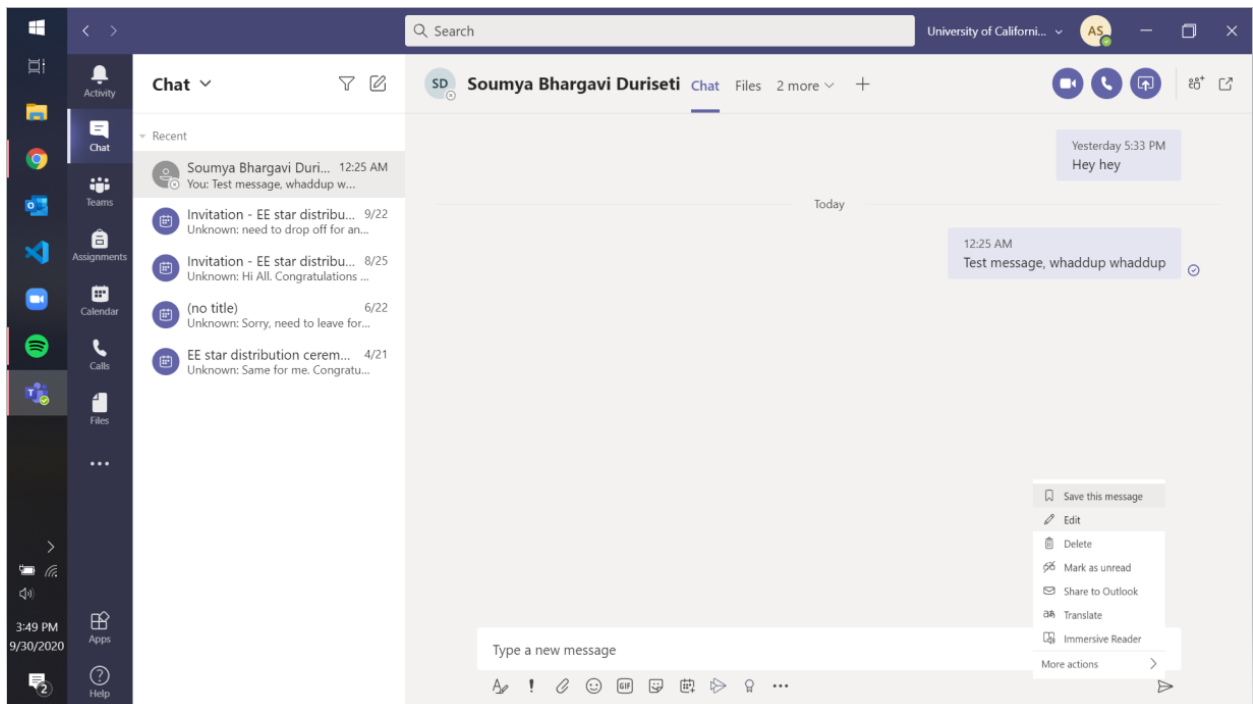
4. Pop-up shows, and the users chooses a new date and time to send the message and then confirms by clicking “OK”
  - a. Instead of New meeting, the header says Schedule message
  - b. Get rid of “details” from header



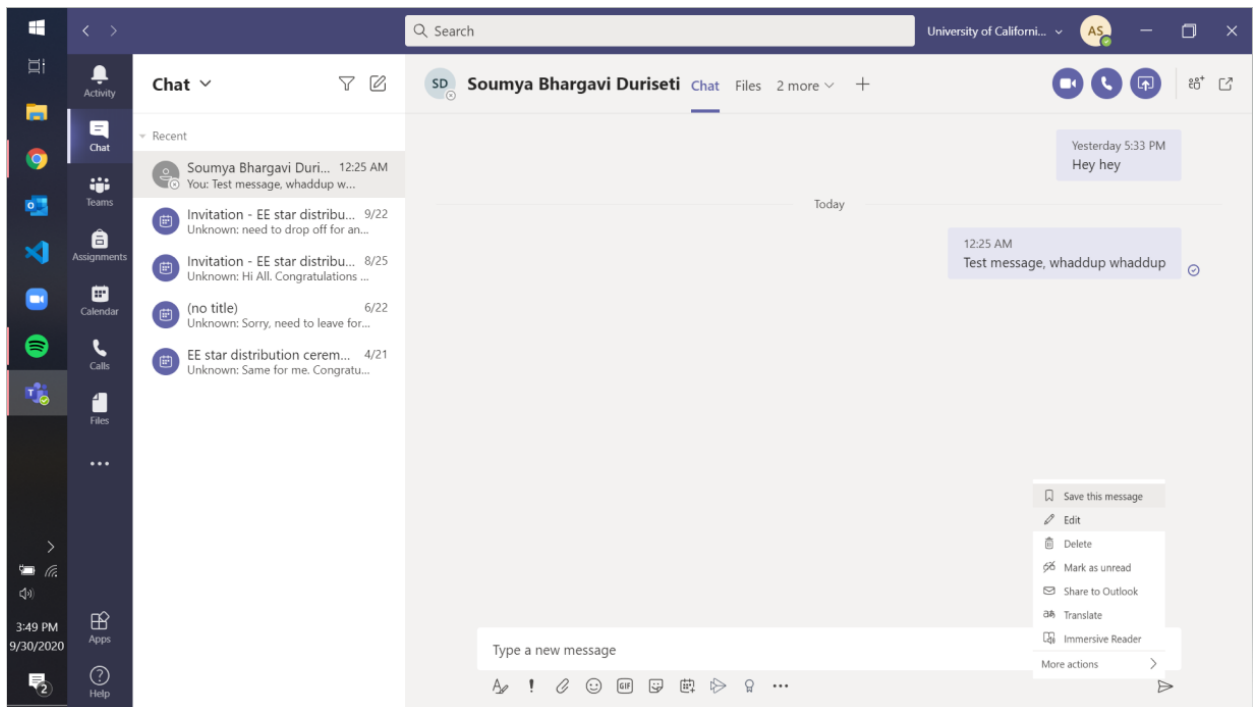
5. Confirmation message pops up and user clicks on the side to hide the confirmation
  - a. Bolder font: "Message will be sent on (date) at (time)"
  - b. Smaller font: "You can cancel this message before your selected time"
  - c. Button says Cancel scheduled message



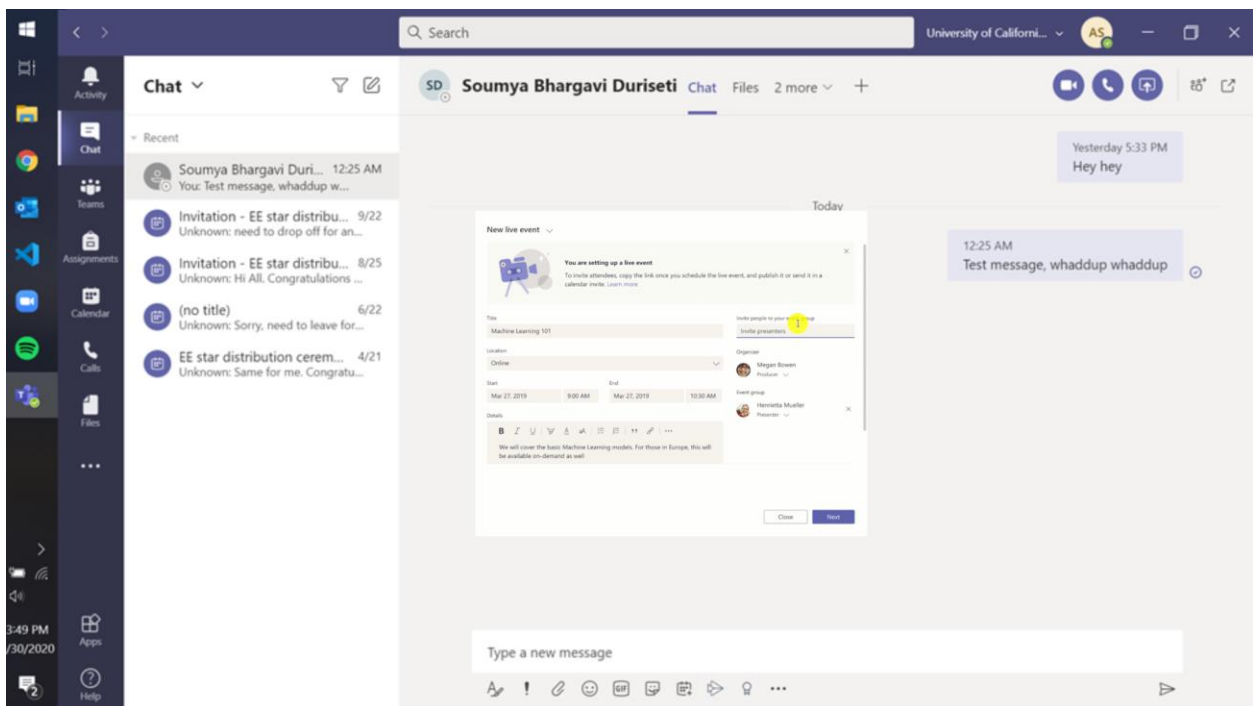
6. The user types a new message and right-clicks the send button again



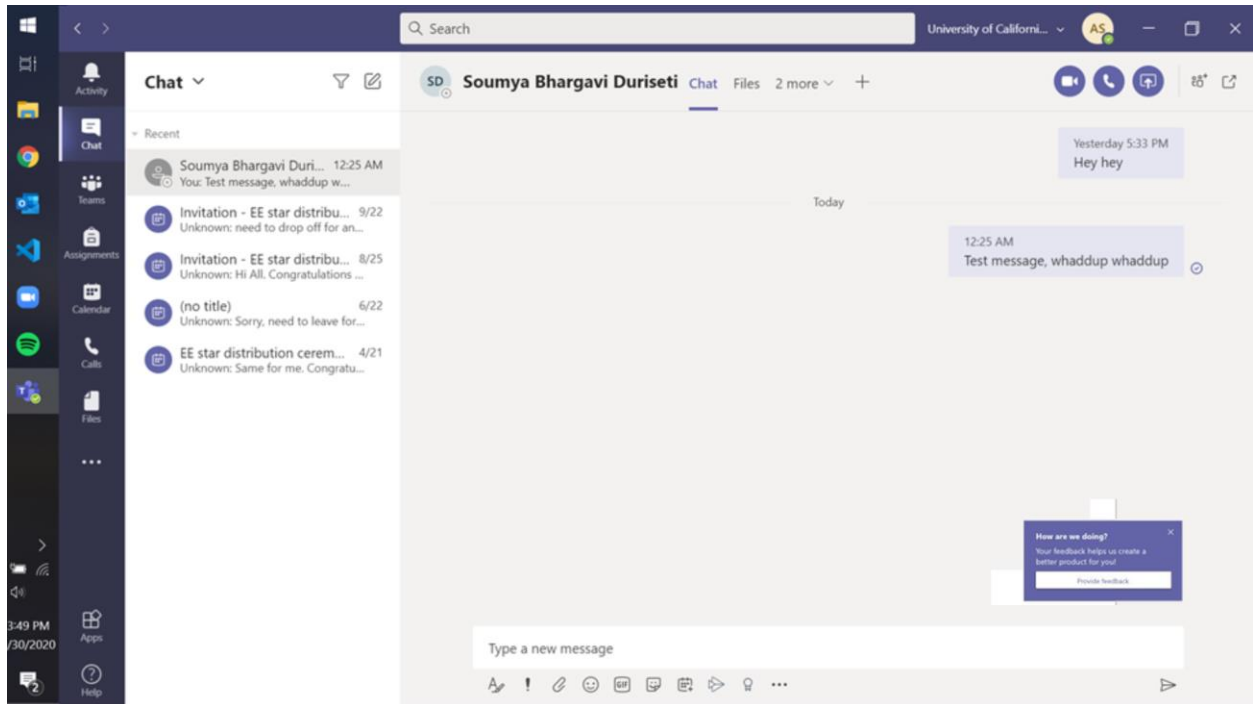
7. This time they select the “Send to...” option



8. The user selects a few of the many names that pop up and then confirms by clicking “OK”
- Instead of New live event, the header says Select recipients
  - Get rid of the boxes on the left, instead have 2-3 columns of recipient suggestions



9. Confirmation message pops up
  - a. Confirmation message “Message sent to (number) users”
  - b. Button says “Unsend”



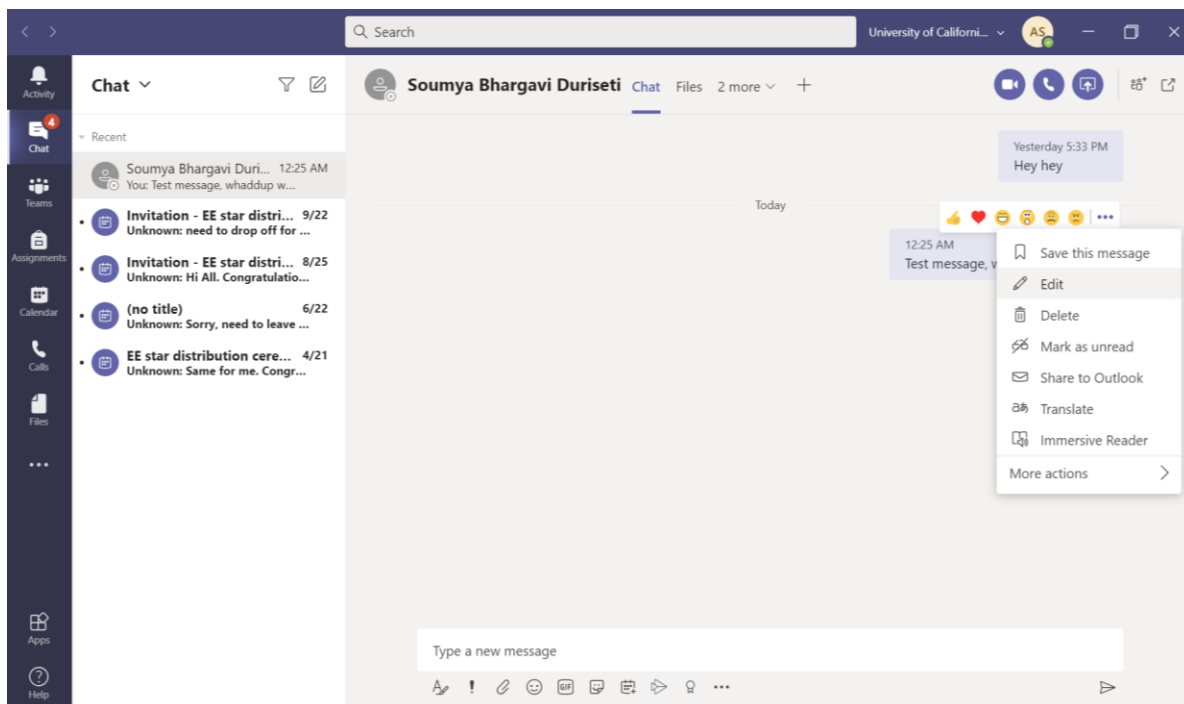
## Reference Images

All animations/photoshops should be made with the general look/feel of Microsoft Teams, and I trust your judgement as a graphic designer to figure out what would look good.

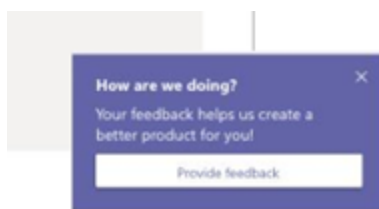
This video gives you the general look and feel of Teams: [https://youtu.be/jugBQqE\\_2sM?t=75](https://youtu.be/jugBQqE_2sM?t=75)

The snapshots below are a **rough idea** of the layout of the different screens for our proposed feature.

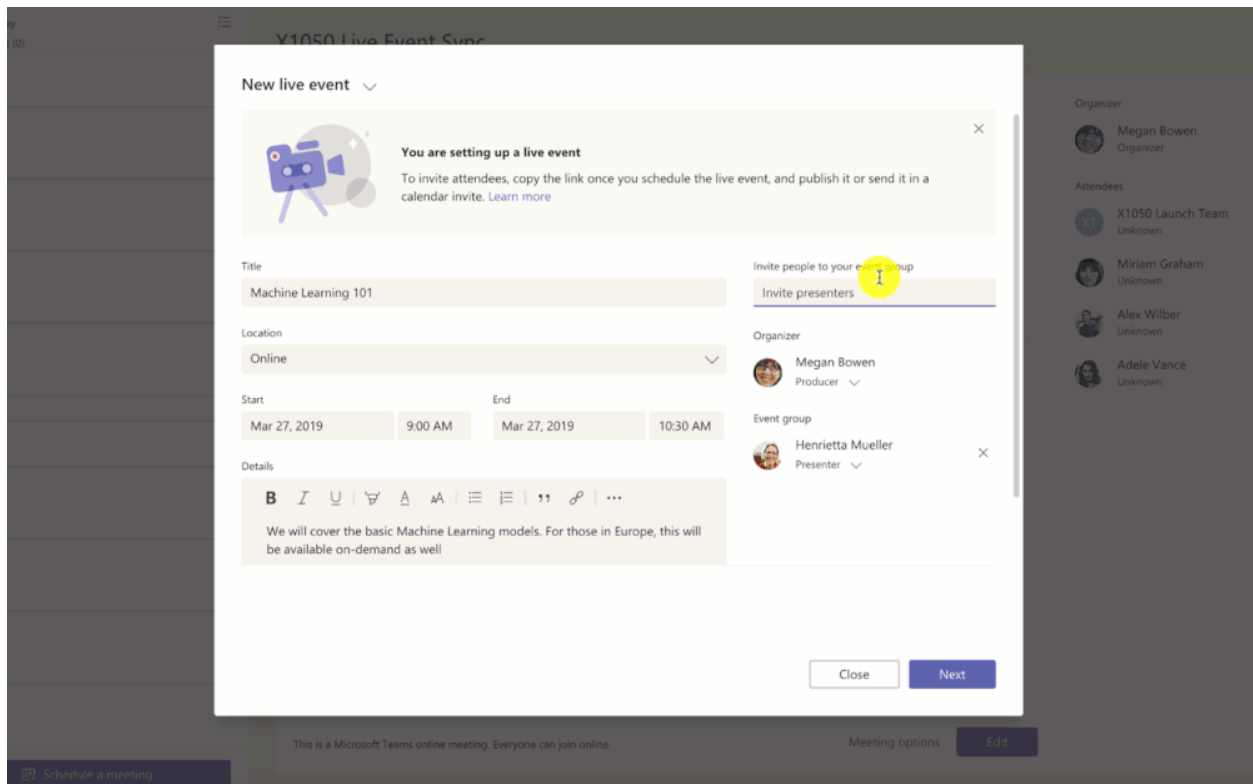
Real screenshot of what a “right-click” menu normally looks like in Teams



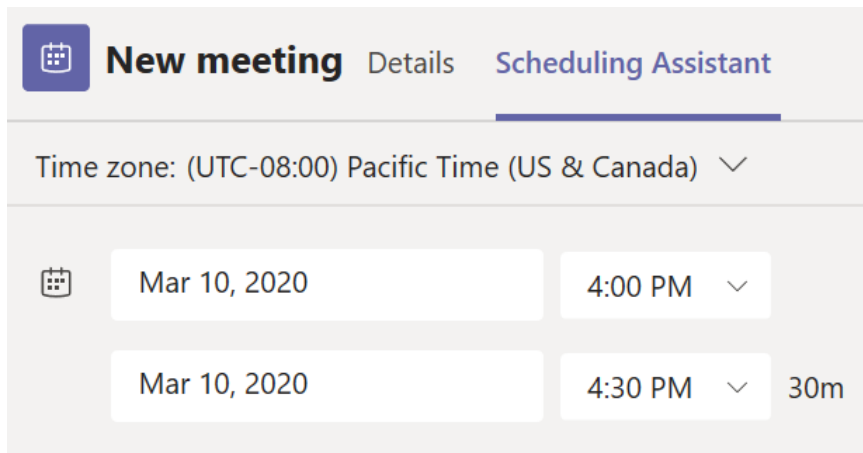
What the confirmation message pop-up might look like



Recipients selector for “Send to...” feature ([link for GIF of recipient selector](#))



Date/time selector for “Schedule” feature



Please let me know if you need any clarifications, thank you :)