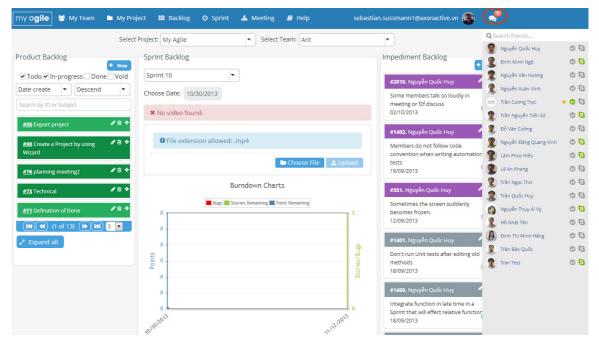
# **Chat Overview**

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#### 1. Team member list overview:

To view your team member list, click on a conversation icon. The list of team members will appears.



In this list, it contains your all your teammate that you are currently working with.

## 2. Icon explain



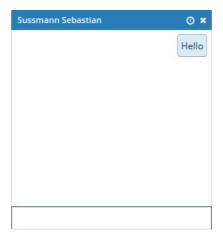
The red icon contains the number of unread conversation.

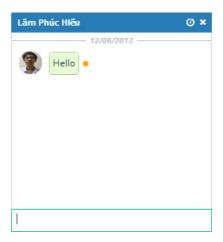


The orange dot notifies unread message from specific user. The icon in the middle notifies the status of user whenever he/she logged in system or not. The last icon is for notifying Skype online status.

# 3. Chat box

To start the conversation, click on the middle icon, the chat box will show up.





The orange icon shows that the message has not read yet. To mark the message is read, user has to focus on text box and the message will be automatically marked as read.

More than that, the user can choose to show messages by period of time.

