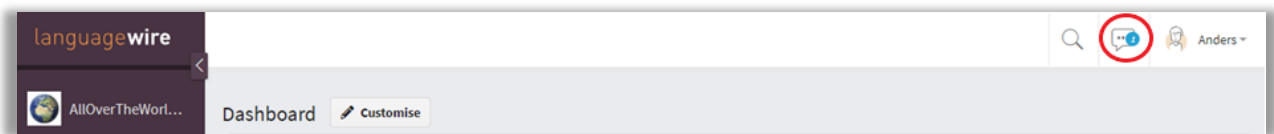


HOW TO USE MESSAGES

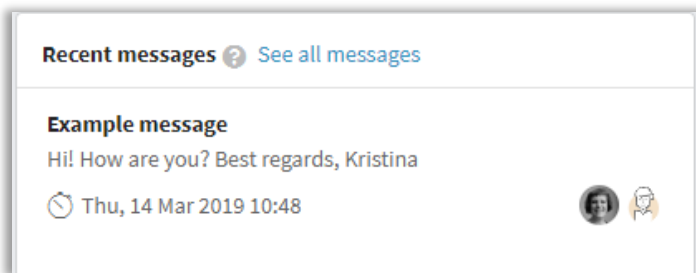
Messages is a communication module in the Languagewire platform. There you can communicate with your colleague that has ordered the translation, the project manager, the project coordinator and the suppliers within the current project.

THE MESSAGES MODULE

When you log on to your profile the platform you can see if you have any new messages in the upper right corner.

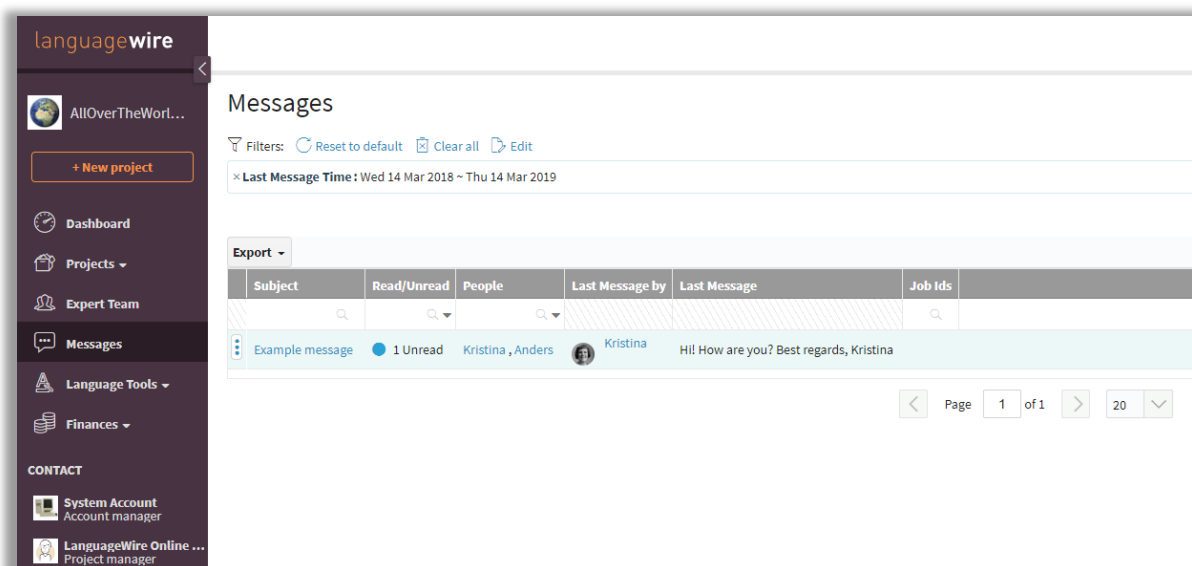


The messages module can also be reached from this box (a widget) that is also visible in the **Dashboard**.

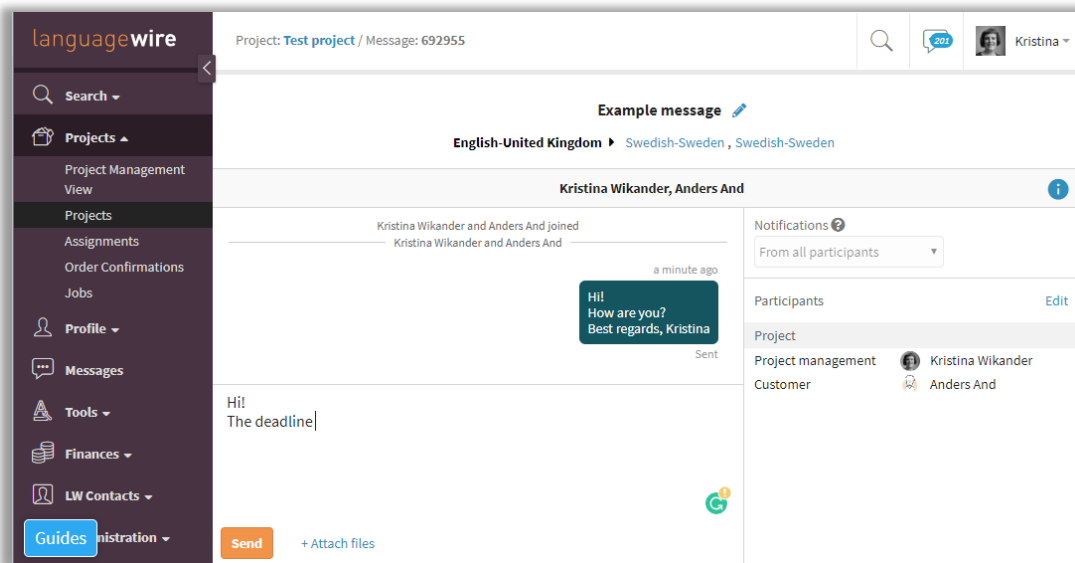


HOW TO CREATE A NEW MESSAGE

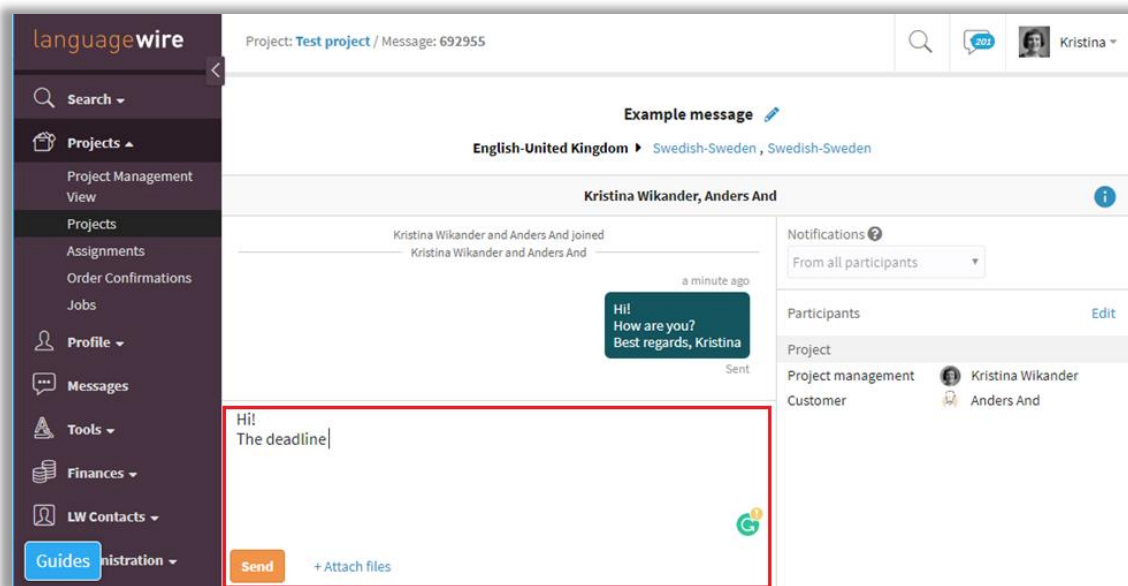
Click the speech bubble button (or follow the link **See all messages** in the message module) in the upper right corner and you'll reach the **Messages** view.



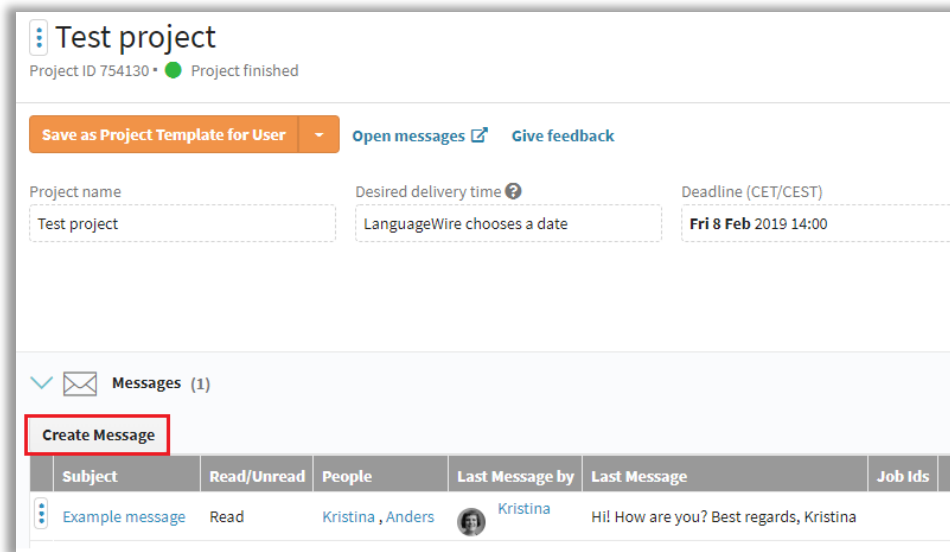
When you click the line for the new message, you'll be taken directly to the message, where you can see the whole conversation thread.



You can write your reply in the edit pane in the same view.



If you want to create a new message, go to the relevant project and open the **Messages** module. Click the **Create Message** button to create a new message.



After you've clicked the Create Message you'll be taken to a box where you can choose the recipients that you want to reach.

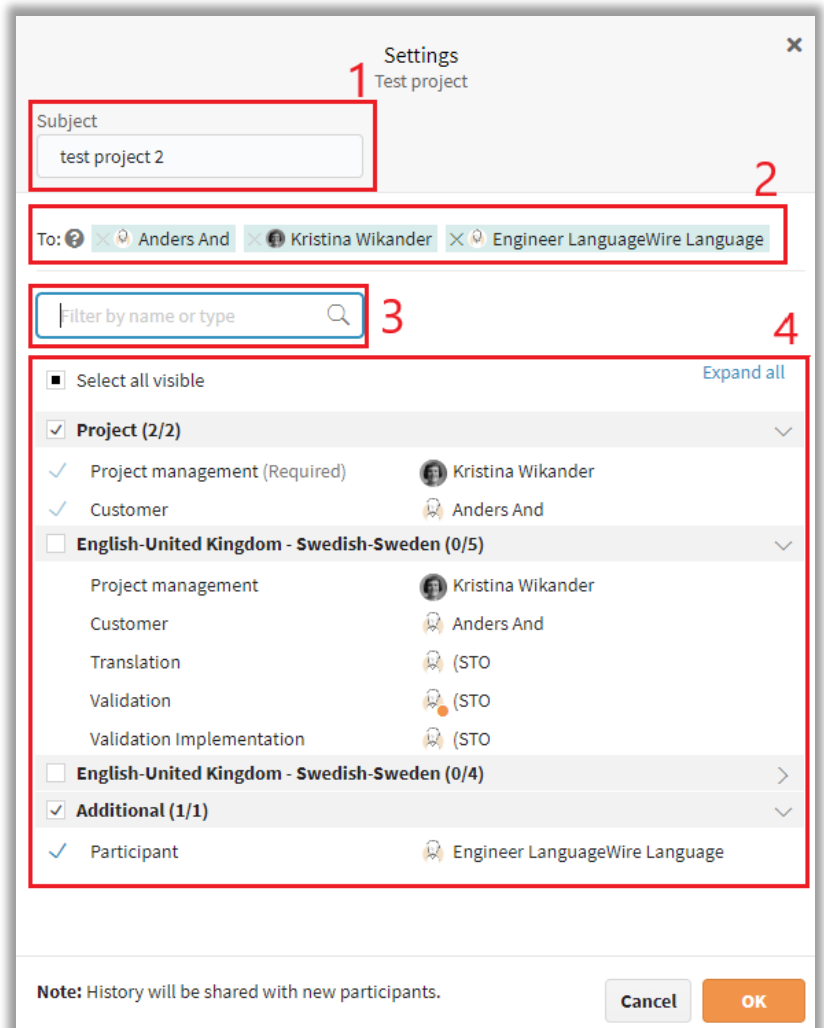
(1) Write a title of your message in the **Subject** field.

(2) You can see which recipients are added by default in the **To** field.

(3) Write the name(s) that you want to add in the field with the magnifying glass.

(4) Or choose the names in the list below. The list can be expanded or collapsed when necessary. Click **OK** and you'll be taken to the editor where you can write your message.

NOTE! If you add a new recipient to an ongoing conversation, the new recipient will be able to see what has been communicated before he/she entered the conversation.



TO LEAVE A CONVERSATION

If you want to leave the conversation in a thread, open it and click **Leave** (to the left). Follow the instructions and then you've left the conversation. You may not return to a message that you have left without the support of a Languagewire project manager.

