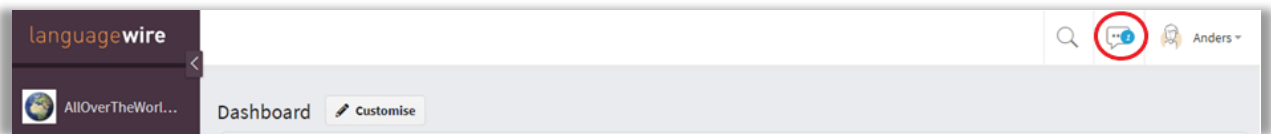


HOW TO USE MESSAGES

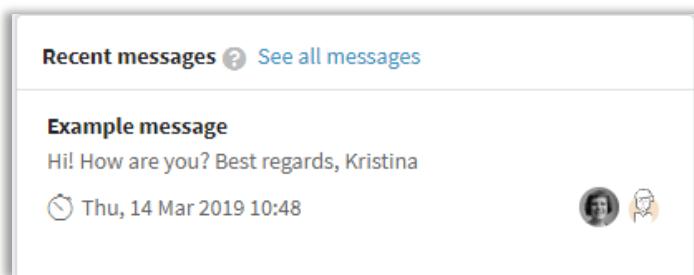
Messages is a communication module in the LanguageWire platform. With Messages you can communicate with project managers, project coordinators, validators and suppliers within the current project.

THE MESSAGES MODULE

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

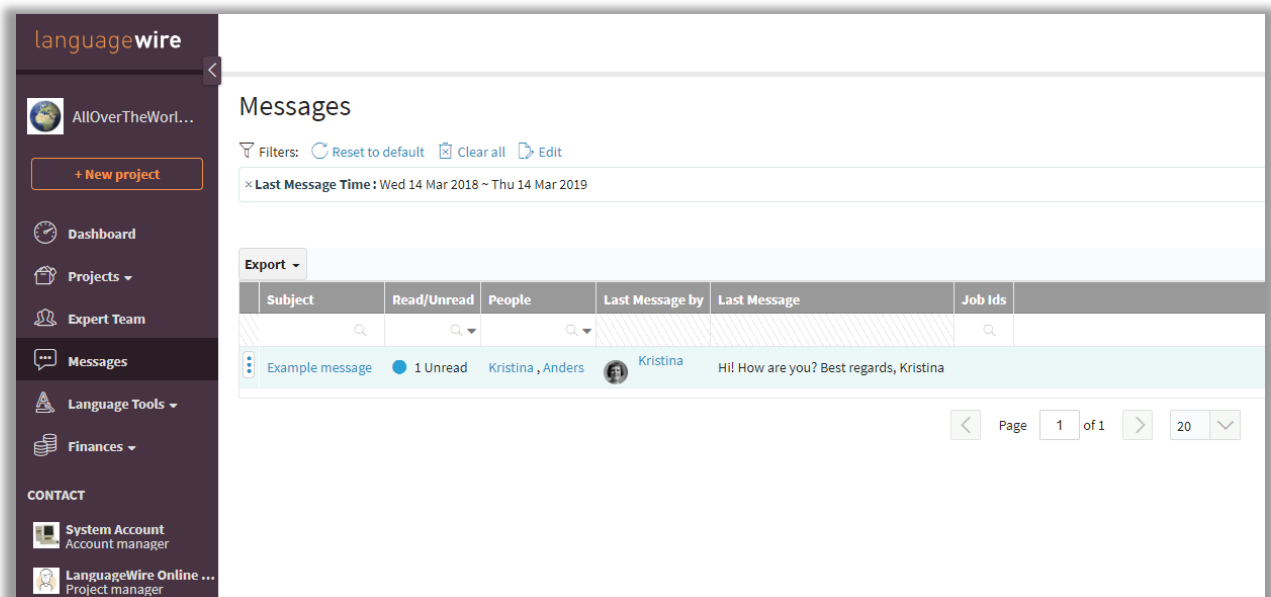


The Messages module can also be reached from the Recent messages widget that is visible on the **Dashboard**.



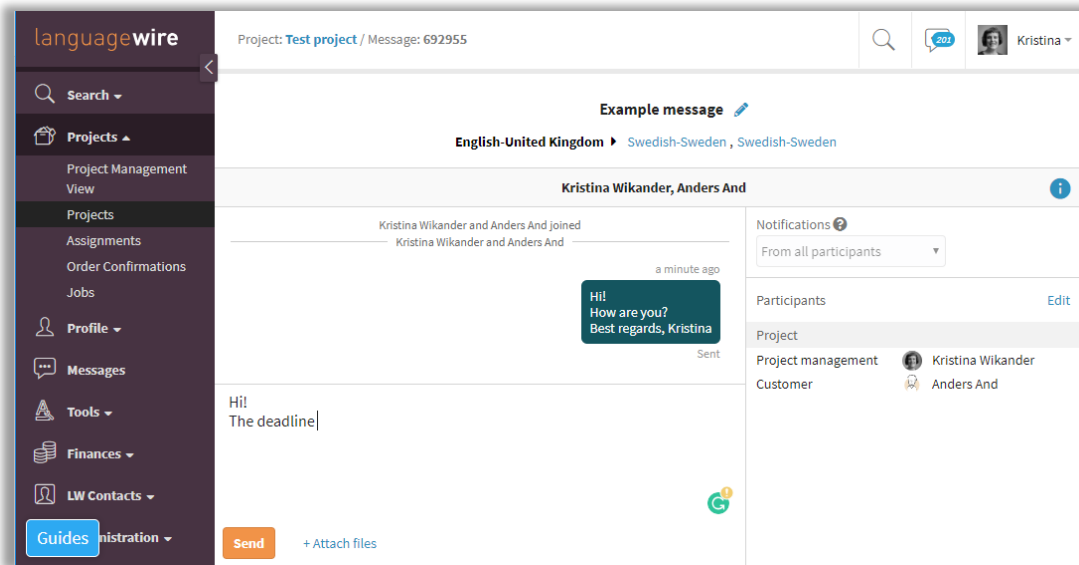
HOW TO READ AND RESPOND TO A NEW MESSAGE

Click the speech bubble icon in the upper right-hand corner (or follow the link **See all messages** in the Recent messages widget) and you'll reach the **Messages** page.

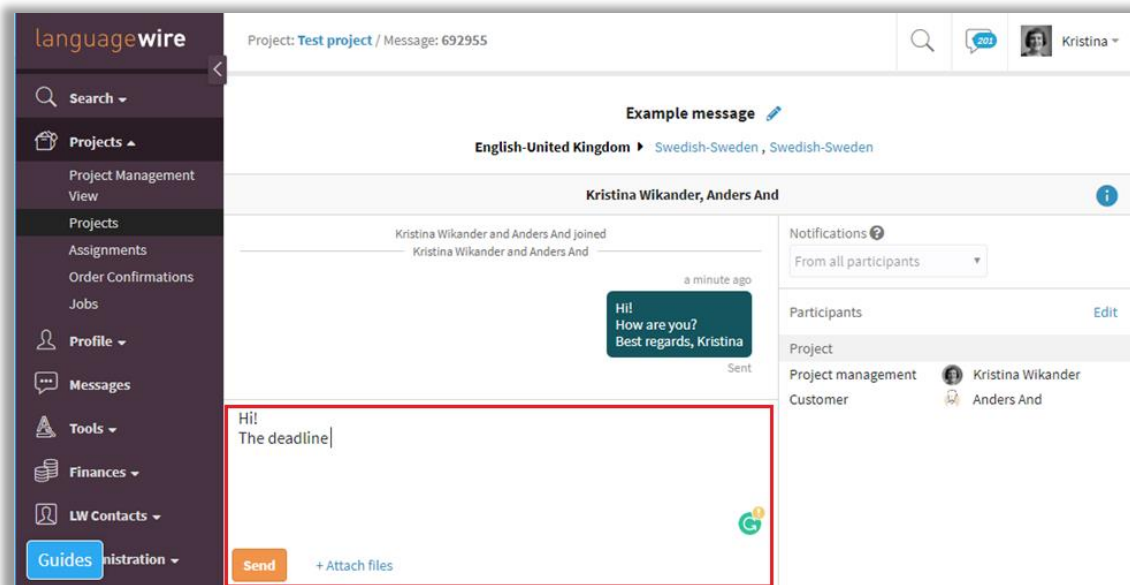


When you click on the subject line of the new message, you'll be taken directly to the message thread, where you can see and read the whole conversation.

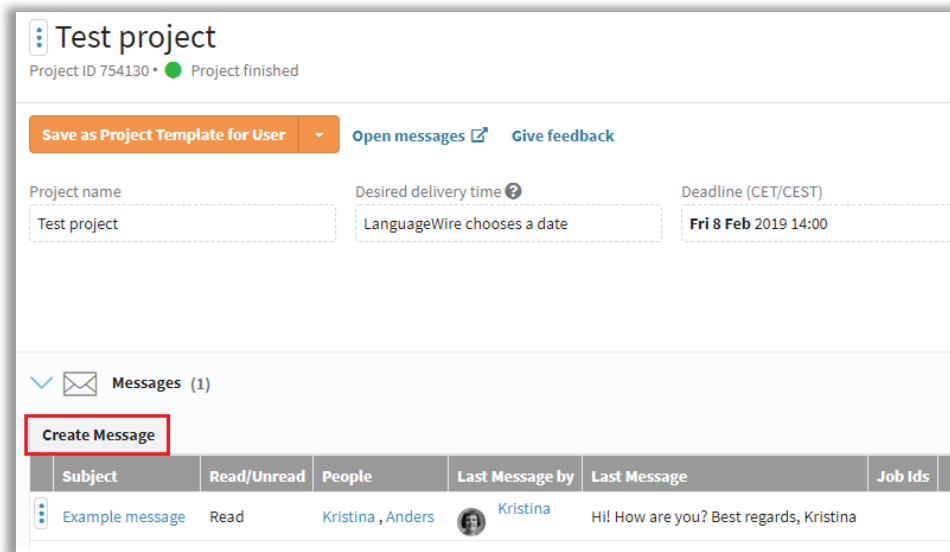




You can write your reply in the edit pane in the same view.



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

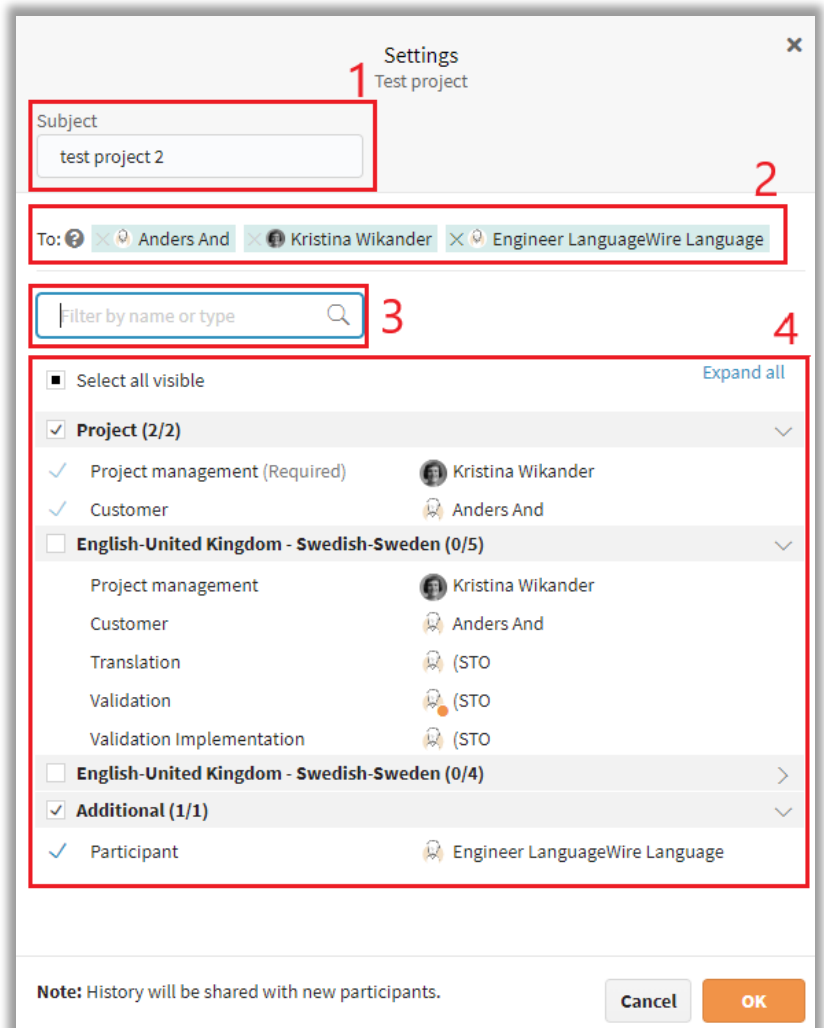
(1) Write a title of your message in the **Subject** field.

(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 search field.

(4) Or choose names from the list of people attached to the project. The list can be expanded or collapsed if necessary. Click **OK** to be taken back to the edit pane where you can write your message.

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



HOW TO LEAVE A CONVERSATION

If you want to leave a thread, open it and click **Leave** (on the left). Follow the instructions shown to leave the conversation. You may always return if you want to. But please note, you may not return to a thread that you have left without the support of a LanguageWire project manager.

