CHAT can be accessed on the dashboard of the desktop version of Communicator and its one of the tabs on the mobile version



Click on the CHAT icon.

**On the mobile version** then click the + button and you can select the users / extensions that you want to CHAT with. Invite the user/extension and then just type message and send . If you click on the + button next to the message box you can add photos and documents to the CHAT.

**On the desktop version** just type the extension you want to CHAT with into the search box, click on the user and type the message and send .

With this the desktop version you can add files and emojis to the CHAT. If you click on the three dots to the right of the search box you get a number of additional functions . On the header you will see that you can move from CHAT directly to a telephone CALL or video MEETING with the user/extension you are chatting to and you can also add others to the CHAT.