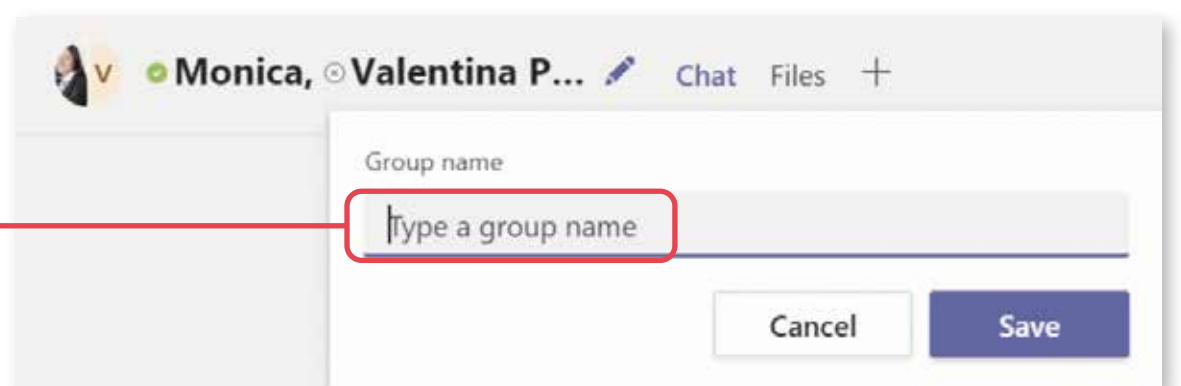


HOW TO MANAGE CHAT AT BEST



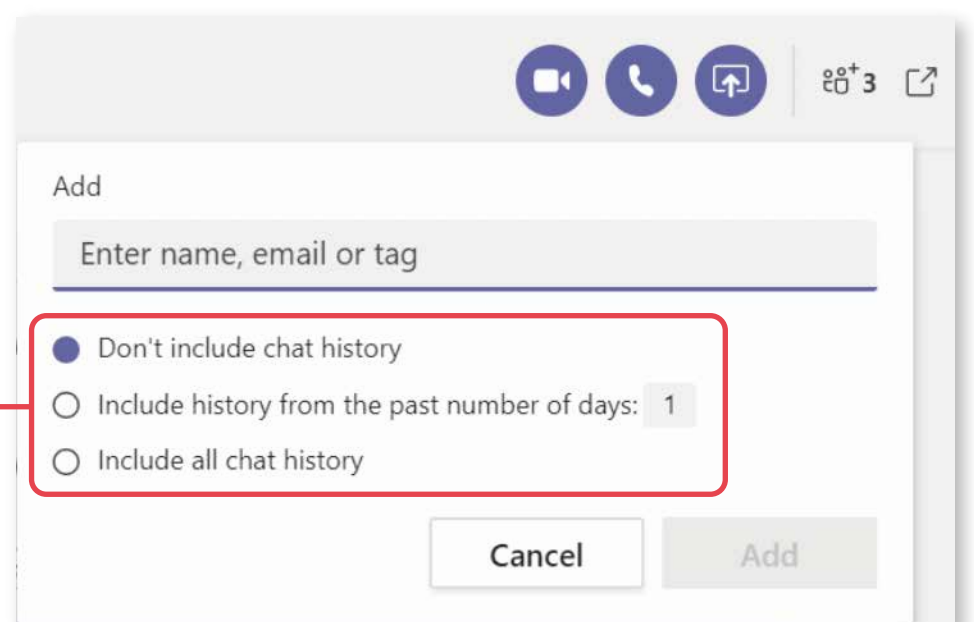
Assign a name to group chats

A chat with a specific name is easier to find and allows everyone to stay focused on the topic.



Choose whether to add chat history

When you add a new member to a chat composed of more than 3 persons, you can decide whether new members will get access to chat history, or not.



Pay attention to the state of availability of your colleagues

The "red" status may indicate that the person we want to talk to is busy, in a meeting, or doesn't want to be disturbed.

