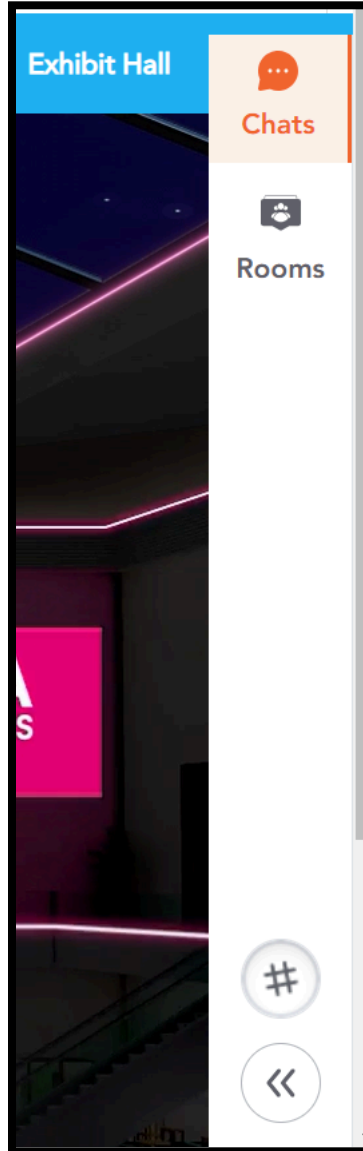


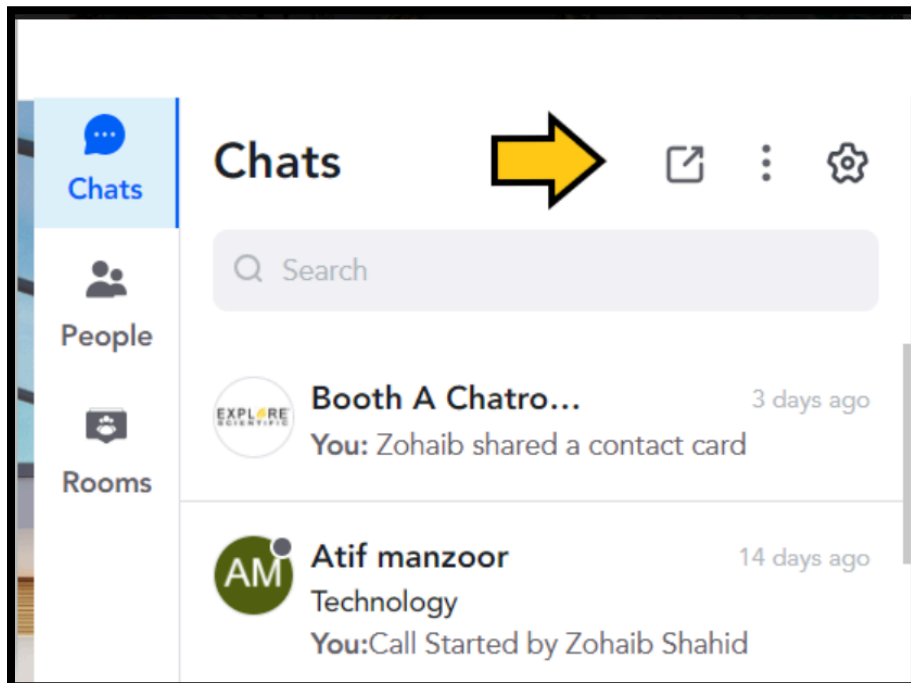
1. The new chat is embedded as a side bar across the platform.



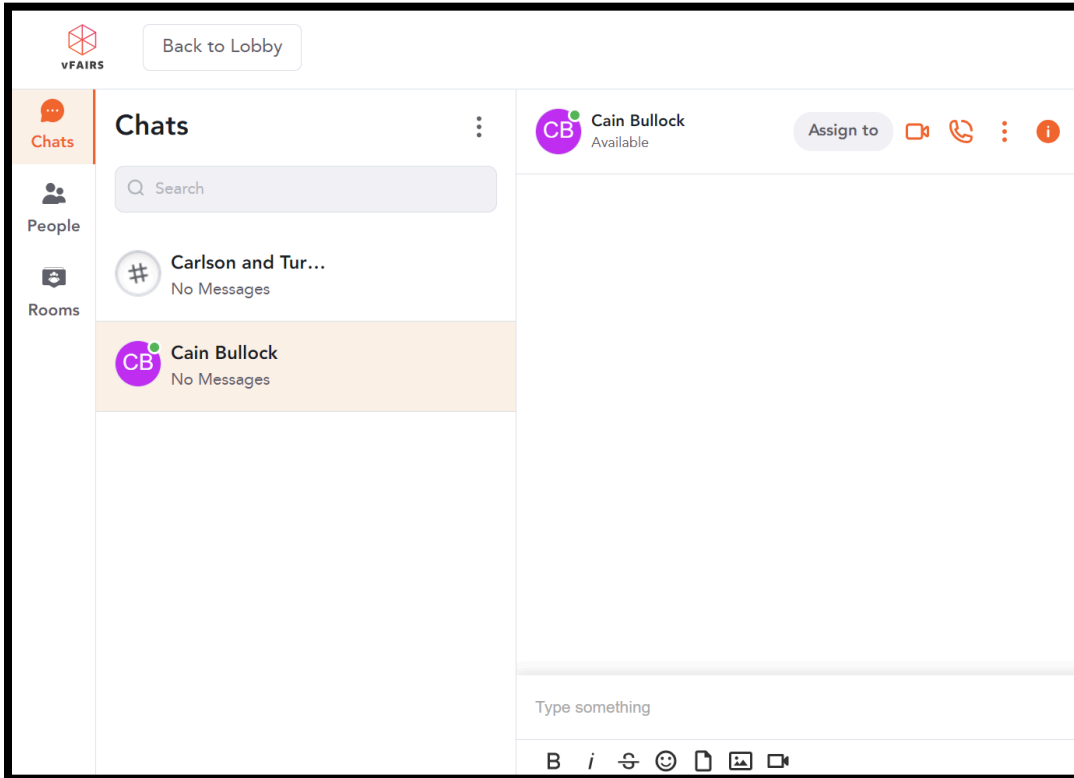
2. It allows for the users to see their most recent conversations all together without having to open the chat directly.



3. When you first log in, you'll find the chat platform on the right side of your screen. This is the embedded view, perfect for quick access while you explore the event. For a more detailed experience, switch to the **extended view** in a new tab. Both versions are fully synced, so you won't miss a message either way.

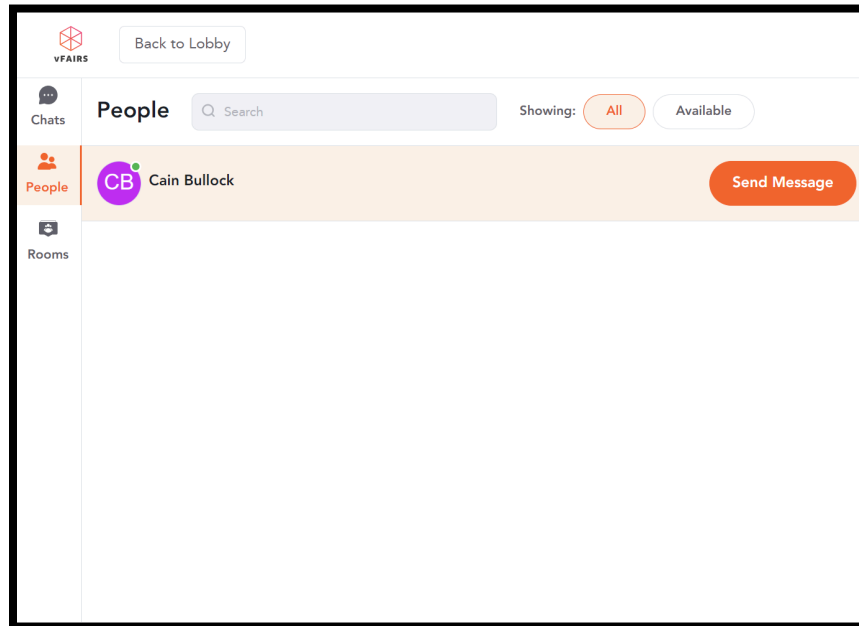


4. The chat platform has three main tabs:
- a. In the **Chats** tab, you'll see all your conversations - one-on-one chats, booth chats, and public discussions. Simply click on any conversation to start messaging.



- b. In the **People's** tab, you will see all the online users currently logged into the event under ALL tab. The Available tab shows all the users who have set their status to Available.

To initiate a private chat, click on "Send Message" in front on the user in online user section towards right side. This will open the window for that specific user for private chat. You can also initiate a call by clicking on the phone icon next to the user's name.



- c. In the **Rooms** tab, you'll find all available chat rooms, including booth chats and public discussions. You can see room descriptions and the number of users online. You can join any discussion that interests you

Rooms Clear

Search

Showing: **All** Joined

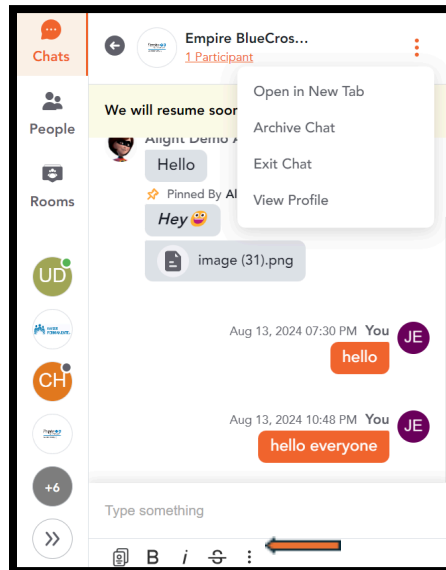
Rooms

- Empire BlueCross BlueShield**
Who we are Empire BlueCr...
0 Participants
- 2nd.MD**
Who we are 2nd.MD is a...
1 Participant
- Aetna Medical**
Who we are At Aetna, we'r...
0 Participants
- Alight Financial Advisors**
Who we are Alight Financial...

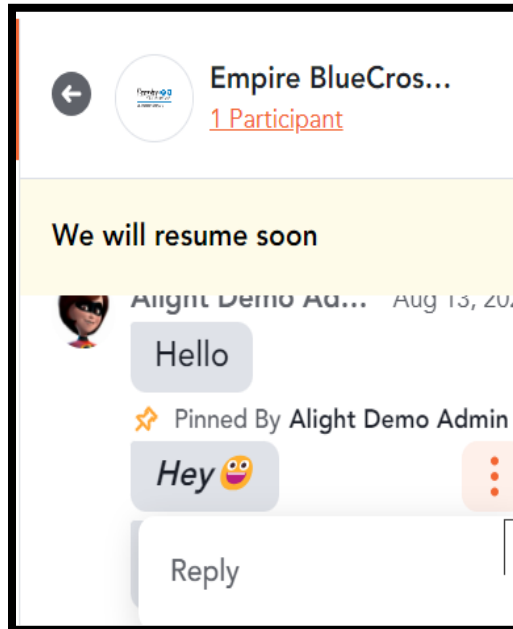
Chats

People

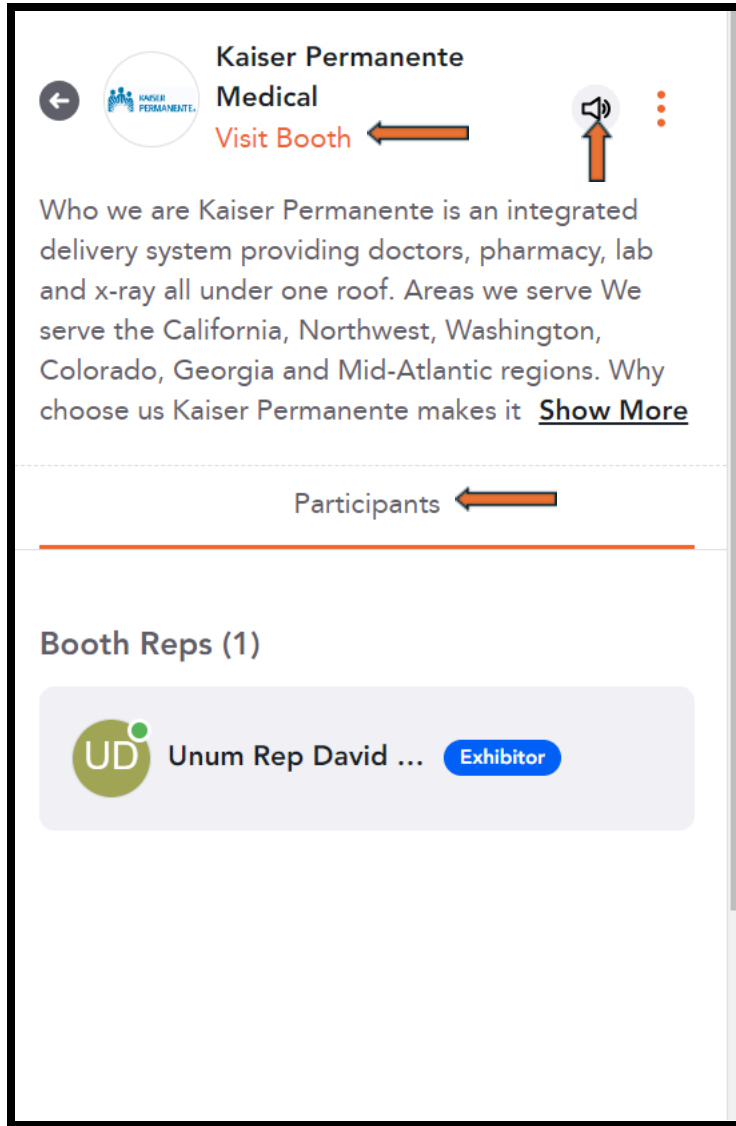
5.
 - a. Messages exchanged in the public or booth chatroom are visible to everyone.
 - b. You are also able to share any files such as images, documents or videos using the add attachment icons below the text box. Additionally, you can style the text by making it bold or italic
 - c. Archive Chat by clicking on the **Archive** option under settings.
 - d. You can leave the chatroom by clicking the **Exit** option



6.
 - a. Reply to a specific message or question in the chatroom by clicking on 3 dots next to the text
 - b. You can also react to any message by clicking the emoji icon next to the text.



7. a. You can go back to the booth by clicking Visit Booth button under your chatroom name
- b. Update notifications preferences by clicking the sound icon
- c. Click on the Participants button to view all the exhibitors and attendees currently connected to your chatroom

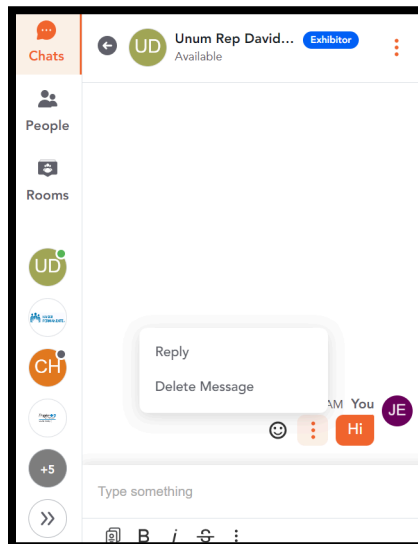
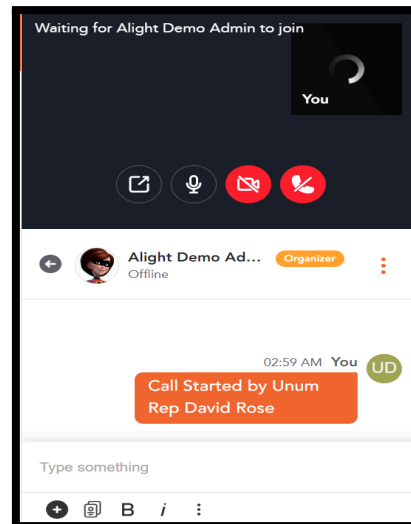
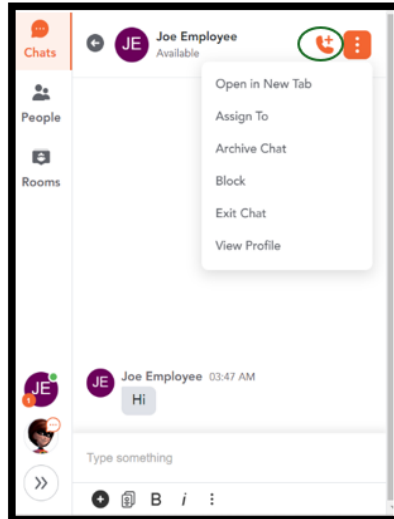


8. a. The private chat allows you to also initiate audio/video calls by clicking on the phone icon.
- b. You are also able to share any files such as images, documents or videos using the add attachment icons below the text box. Additionally, you can style the text by making it

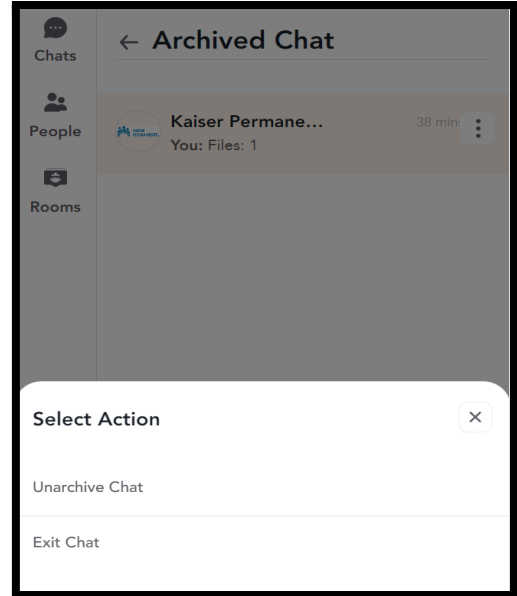
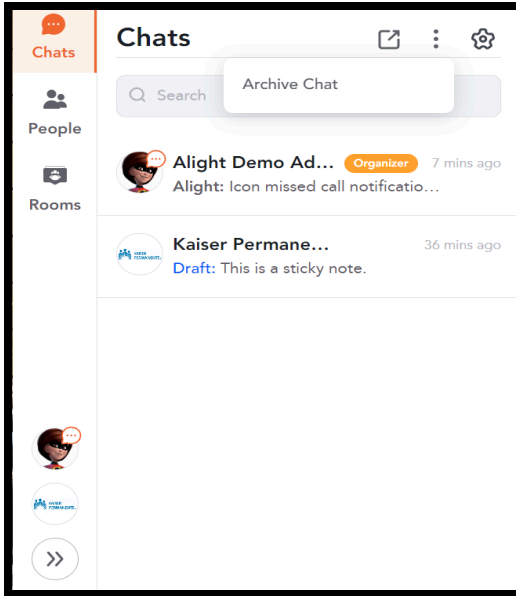
bold or italic

c. Reply to a specific message or question in the chatroom by clicking on 3 dots next to the text or delete any inappropriate text

d. You can leave the chatroom by clicking the Exit option



9. To view all archived chats, click on 3 dots under Chats tab. You can also unarchive them from here



10. a. Configure notifications by clicking the settings icon under CHATS.
b. Update your Status and let others know if you are not available to network.

