



CALIFORNIA CENTER
ON TEACHING CAREERS

NEW CHAT USER GUIDE



Exhibitor

Tulare County
Office of Education

Committed to Students, Support & Service

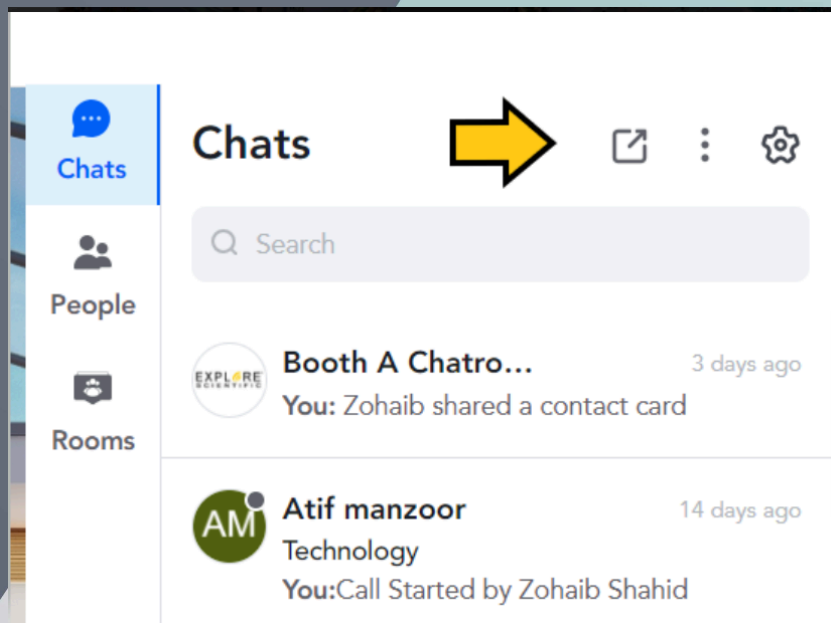
1. The new chat is embedded as a side bar across the platform.



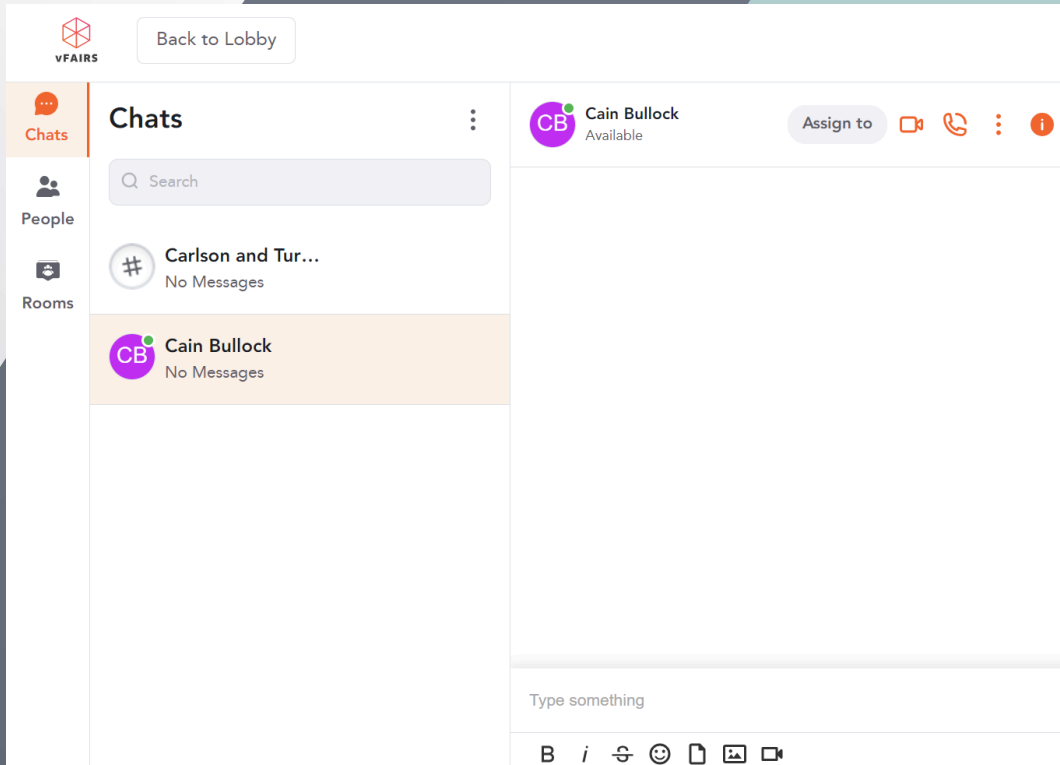
2. It allows for the users to see their most recent conversations all together without having to open the chat directly.



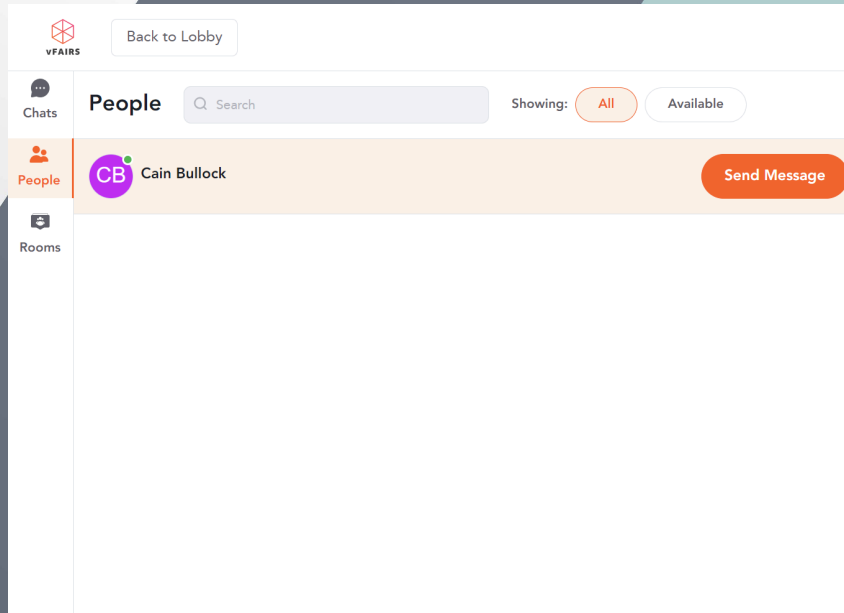
3. When you first log in, you'll find the chat platform on the right side of your screen. This is the embedded view, perfect for quick access while you explore the event. For a more detailed experience, switch to the **extended view** in a new tab. Both versions are fully synced, so you won't miss a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



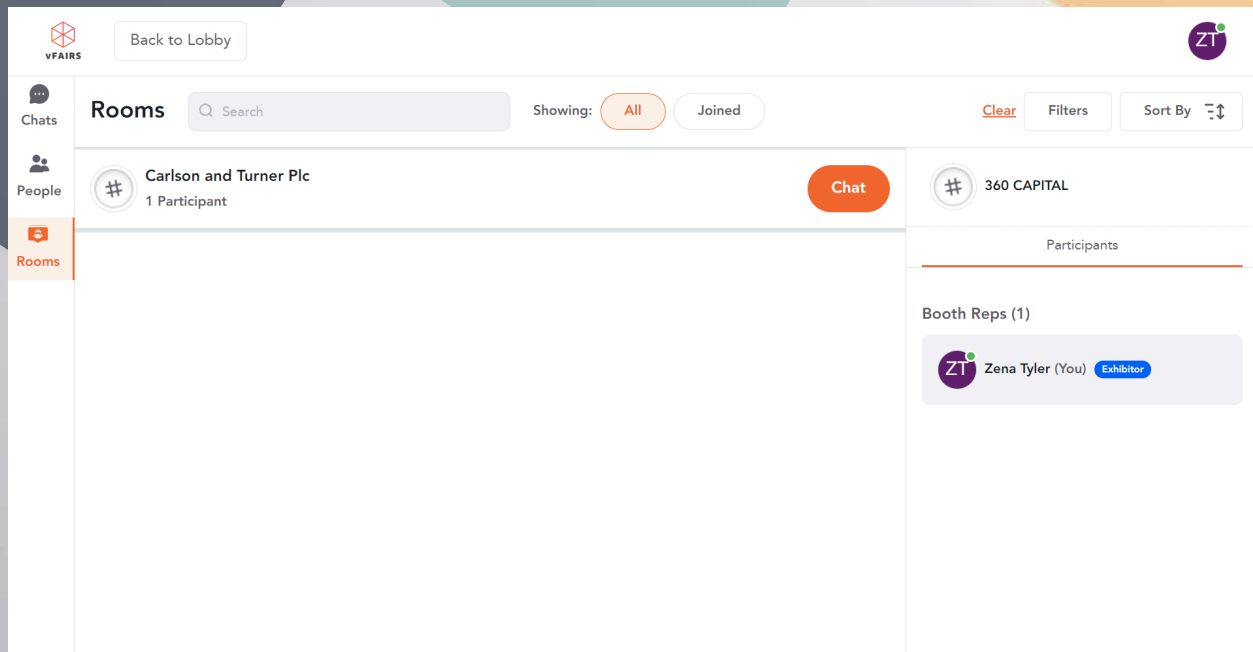
4. The chat platform has three main tabs:
 - a. In the **Chats** tab, you'll see all your conversations - one-on-one chats, booth chats, and public discussions. Simply click on any conversation to start messaging.



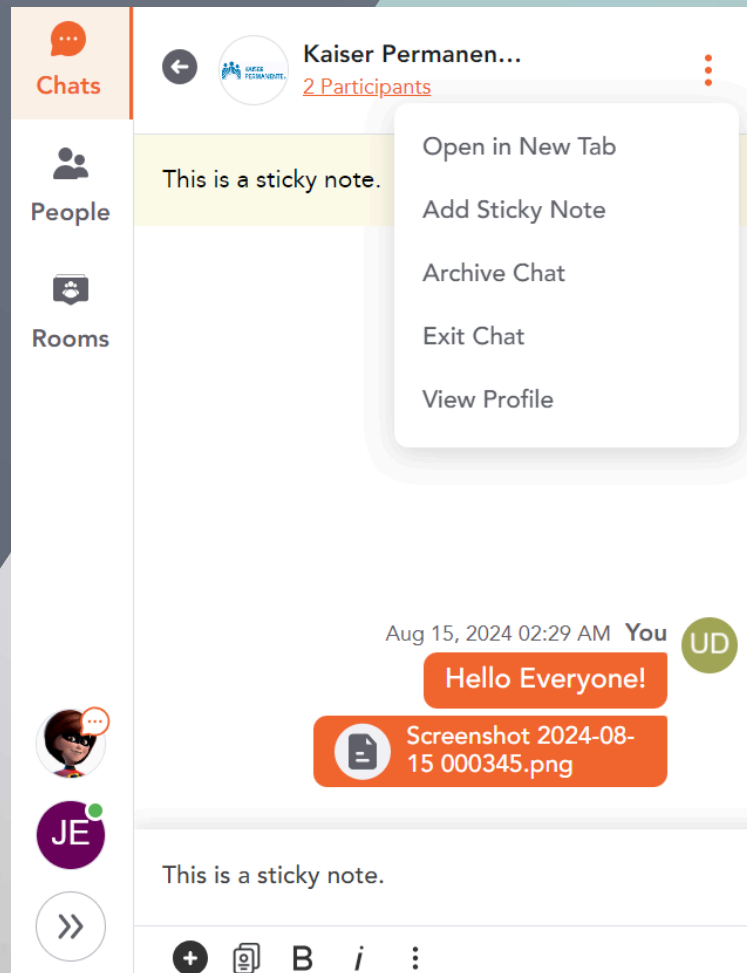
- b. In the **People's** tab, you will see all the online users currently logged into the event under ALL tab. The Available tab shows all the users who have set their status to Available.
- To initiate a private chat, click on "Send Message" in front of the user in the online user section towards the 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.



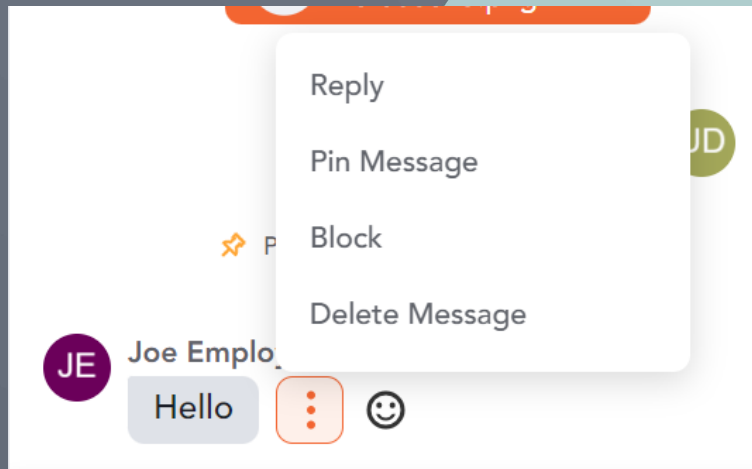
- c. In the **Rooms** tab, you'll find all available chat rooms, including booth chats and public discussions. You can see room descriptions and the number of users online



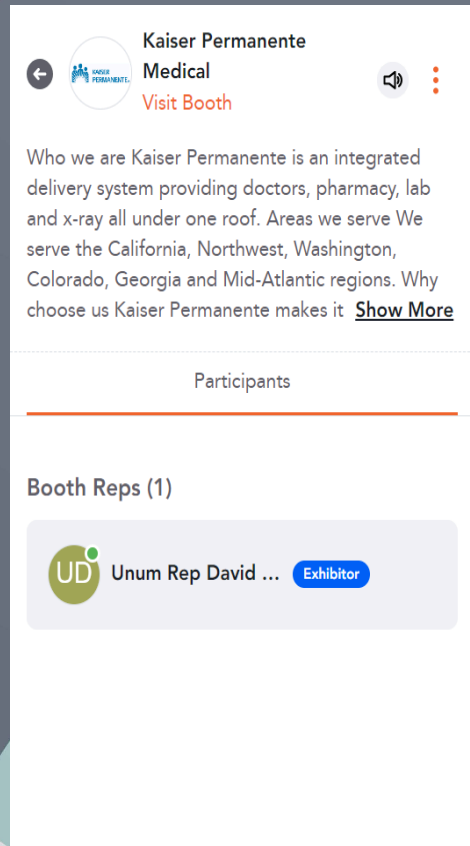
5. a. Messages exchanged in the **public** or **booth chatroom** are visible to everyone.
- b. You are able to add Sticky Notes
- c. You can share any files such as images, documents or videos using the add attachment icons below the text box. Additionally, you can style the text by making it bold or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



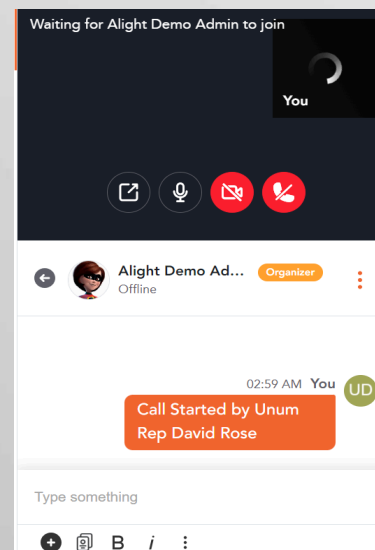
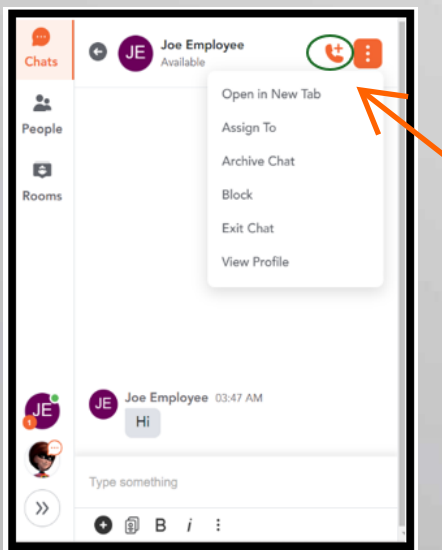
6. a. Reply to a specific message or question in the chatroom by clicking on 3 dots next to the text
- b. Pin any informative message to highlight it to the rest of the group
- c. Delete any inappropriate message
- d. Block any user from messaging further in the chatroom
- e. You can also react to any message by clicking the emoji icon next to the text.

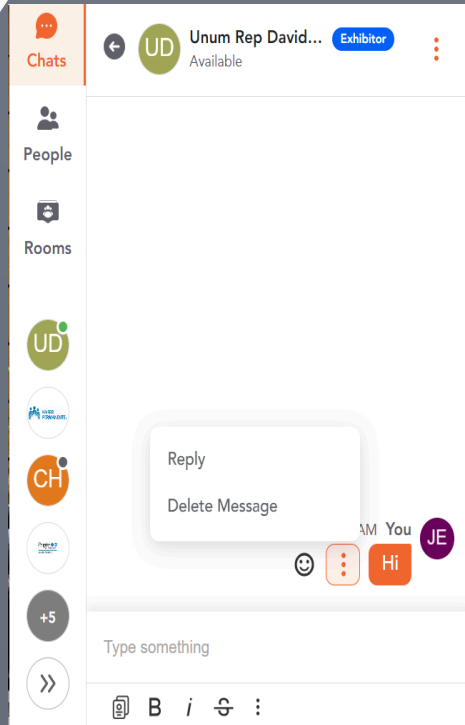


7. a. You can go back to your booth by clicking Visit Booth button under your chatroom name
- b. Update notifications preferences by clicking the sound icon
- c. Click on the Participants button to view all the exhibitors and attendees currently connected to your chatroom



8. a. The private chat allows you to **initiate audio/video calls** by clicking on the phone icon.
- b. Click on View Profile to access all the relevant information about the attendee.
- c. 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
- d. Reply to a specific message or question in the chatroom by clicking on 3 dots next to the text or delete any inappropriate text

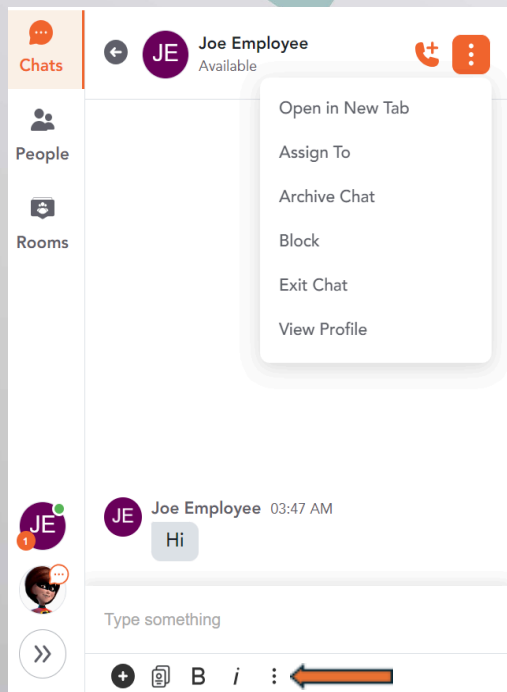




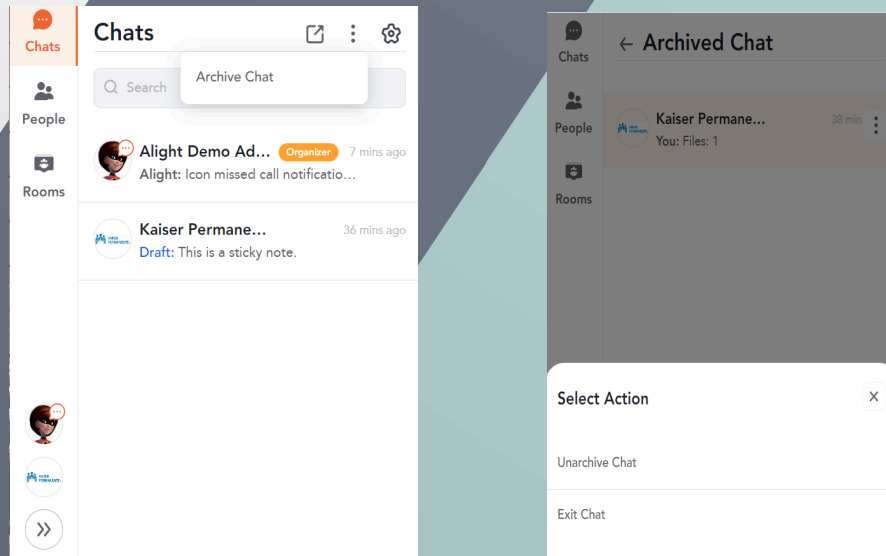
9. a. Click on the 3 dots to configure quick settings. You can assign the attendee to a fellow booth rep or archive chat to be viewed later.

b. Block any inappropriate visitor and exit the chat

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



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



- 11.
- 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.

