

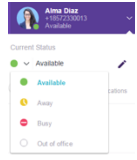
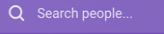





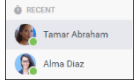
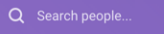






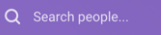













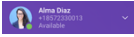




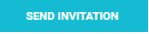





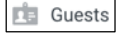




Fuze Desktop Chat Quick Reference Guide

Set Presence Status	Search for Contact and Send a Chat	Send a Chat from the People List
<ol style="list-style-type: none"> 1. Click the profile dropdown menu and then click the Current Status dropdown to expand menu 2. Select the applicable status option 3. Optionally, click the  icon, enter custom message, and then click the  icon 4. Click the Do not disturb toggle to decline incoming calls and mute notifications 	<ol style="list-style-type: none"> 1. Click the  button 2. Enter the name or phone number in the Search people field 3. Hover over contact 4. Click the  icon 5. Enter message 6. Click the  button or press the Enter key 	<ol style="list-style-type: none"> 1. Click on the name in the RECENT or FAVORITES list 2. Enter message 3. Click the  button or press the Enter key 4. Use the  icon to mention someone or the  icon to send an emoji 
View Contact Insights	Connect to Google Drive or OneDrive	Send a File
<ol style="list-style-type: none"> 1. Click the  button 2. Enter the name or phone number in the Search people field 3. Hover over contact and click the name 4. Click the  icon 5. Scroll down to view contact information 6. Click the phone number to call or email address to compose a new email message 7. Click the  icon to collapse the contact insights view 	<ol style="list-style-type: none"> 1. Click the profile dropdown menu 2. Select SETTINGS and then click Connected accounts 3. Click the  toggle to show previews of files in chat 4. Click on the contact's name in the Recent or Favorite list 5. Paste shareable link from Google Drive or One Drive 6. Click the  button 	<ol style="list-style-type: none"> 1. Click on the contact's name in the Recent or Favorite list 2. Click the  icon 3. Select file from computer 4. Click Open 5. Click the  button
Create a Group Chat	Add Members to a Group	View Group Details
<ol style="list-style-type: none"> 1. Click the  button 2. Click the  button 3. Search and select all names to add to group (groups of 12 or more require a group name) 4. Click the  button 5. Enter message 6. Click the  button or press the Enter key 	<ol style="list-style-type: none"> 1. Click the  icon 2. Click the  button 3. Enter the contact's name or email 4. Select the contact to be added 5. Click the  button 	<ol style="list-style-type: none"> 1. Click the  icon 2. Click the  icon to rename group 3. Click the  SETTINGS button 4. Click the  icon to mute notification 5. Click the  icon to hide group 6. Click the  icon to show add/remove as Favorite 7. Click the  icon to leave group

Fuze Desktop Chat Quick Reference Guide

Invite Guests	Accept a Guest Invitation	Manage Guests
<ol style="list-style-type: none">1. Click the  menu2. Click  <p>OR</p> <ol style="list-style-type: none">3. Click  menu4. Select 5. Click the  button6. Fill in all the applicable fields and then click the  button	<ol style="list-style-type: none">1. Click the  button2. Enter Email address, create a password, then click the  button3. Create a profile by filling in all applicable fields and then click the  button	<ol style="list-style-type: none">1. Click the  menu2. Click the  menu3. Select 4. Click the  icon to resend an invite5. Click the  icon to deactivate a guest6. Click Learn more to view a complete list of guest capabilities