





























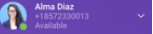
















## Fuze Desktop/Web Chat Quick Reference Guide

Set Presence Status	Search for Contact and Send a Chat	Send a Chat from the People List
<ol style="list-style-type: none"> <li>Click the profile dropdown menu and then click the <b>Current Status</b> dropdown to expand menu</li> <li>Select the applicable status option</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>Click , and enter custom message, and then click </li> <li>Click the <b>Do not disturb</b> toggle to decline incoming calls and mute notifications</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  Do not disturb Decline calls and mute notifications         </div>	<ol style="list-style-type: none"> <li>Click </li> <li>Enter the name or phone number in the <b>Search people</b> field</li> <li>Hover over contact</li> <li>Click </li> <li>Enter message</li> <li>Click  or press the <b>Enter</b> key</li> </ol>	<ol style="list-style-type: none"> <li>Click on the name in the <b>Recent</b> or <b>Favorites</b> list</li> <li>Enter message</li> <li>Click  or press the <b>Enter</b> key</li> <li>Use  to mention someone or  to send an emoji</li> </ol>
View Contact Insights	Connect to Google Drive or OneDrive	Send a File
<ol style="list-style-type: none"> <li>Click </li> <li>Enter the name or phone number in the <b>Search people</b> field</li> <li>Hover over contact and click the name</li> <li>Click </li> <li>Scroll down to view contact information</li> <li>Click the phone number to call or email address to compose a new email message</li> <li>Click  to collapse the contact insights view</li> </ol>	<ol style="list-style-type: none"> <li>Click the profile dropdown menu</li> <li>Select <b>Settings</b> and then click <b>Connected accounts</b></li> <li>Click  to show previews of files in chat</li> <li>Click on the contact's name in the <b>Recent</b> or <b>Favorite</b> list</li> <li>Paste shareable link from Google Drive or One Drive</li> <li>Click </li> </ol>	<ol style="list-style-type: none"> <li>Click on the contact's name in the <b>Recent</b> or <b>Favorite</b> list</li> <li>Click </li> <li>Select file from computer</li> <li>Click <b>Open</b></li> <li>Click </li> </ol>

## Fuze Desktop/Web Chat Quick Reference Guide

Create a Group Chat	Add Members to a Group	View Group Details
<ol style="list-style-type: none"> <li>1. Click  Search</li> <li>2. Click </li> <li>3. Search and select all names to add to group (groups of 12 or more require a group name)</li> <li>4. Click </li> <li>5. Enter message</li> <li>6. Click </li> </ol>	<ol style="list-style-type: none"> <li>1. Click </li> <li>2. Click </li> <li>3. Enter the contact's name or email</li> <li>4. Select the contact to be added</li> <li>5. Click </li> </ol>	<ol style="list-style-type: none"> <li>1. Click </li> <li>2. Click  to rename group</li> <li>3. Click </li> <li>4. Click  to mute notifications</li> <li>5. Click  to hide group</li> <li>6. Click  to show add/remove as Favorite</li> <li>7. Click  to leave group</li> </ol>
Invite Guests	Manage Guests	Accept a Guest Invitation
<ol style="list-style-type: none"> <li>1. Click </li> <li>2. Click </li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>3. Click </li> <li>4. Select </li> <li>5. Click </li> <li>6. Fill in all applicable fields and then click </li> </ol>	<ol style="list-style-type: none"> <li>1. Click </li> <li>2. Click </li> <li>3. Select </li> <li>4. Click  to resend an invite</li> <li>5. Click  to deactivate a guest</li> <li>6. Click  to activate a deactivated guest</li> <li>7. Click <b>Learn more</b> to view a complete list of guest capabilities</li> </ol>	<ol style="list-style-type: none"> <li>1. Click </li> <li>2. Enter email address, create a password, then click </li> <li>3. Create a profile by filling in all applicable fields and then click </li> </ol>