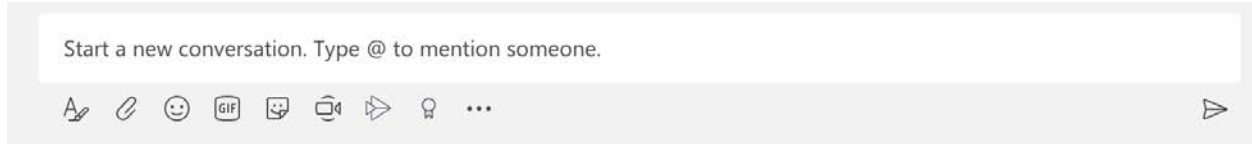


## How to start a new conversation and reply

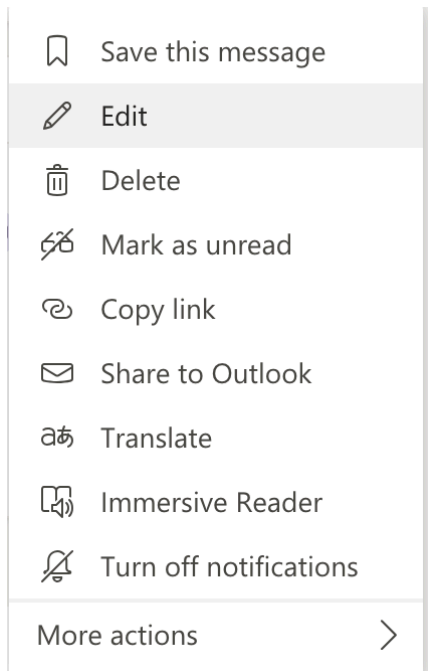
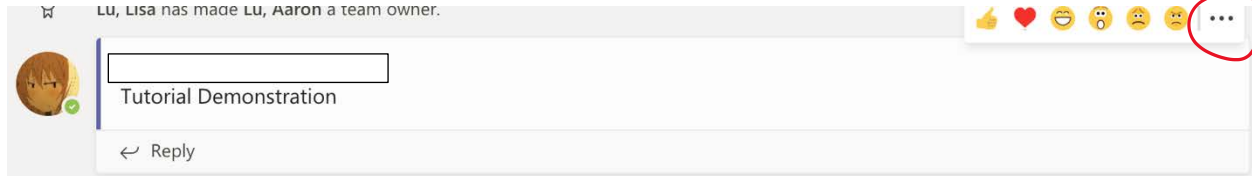
At the bottom of your screen, you should see a box like this for you to start a new conversation or create a new post.



To start a new conversation, just type in the box and press your enter key or click the symbol at the bottom-right corner.

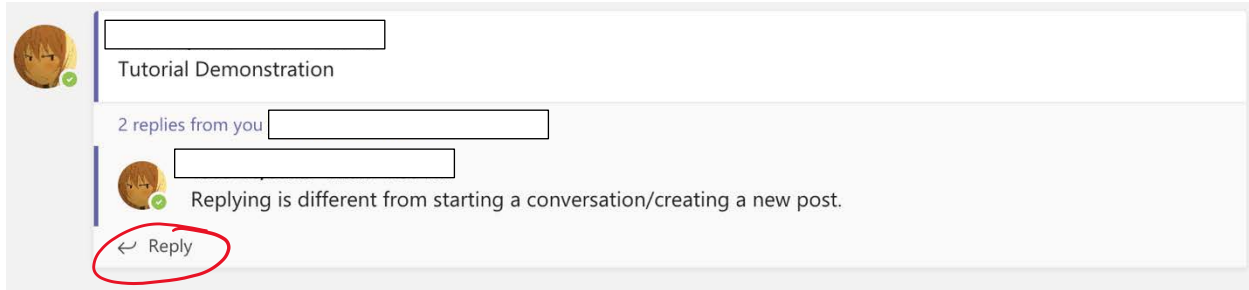


When you **hover** your mouse over the top-right corner, you should be able to see these emojis and three dots besides them.



This is what you can do when you **click** on the three dots. (Note that after you edit your message, other team members will be able to see that you have edited it.)

Replying is different from starting a new conversation. When you want to reply to/comment down a post, you simply click **“Reply” UNDER THE POST.**



You can always mention other team members by using @ key.

