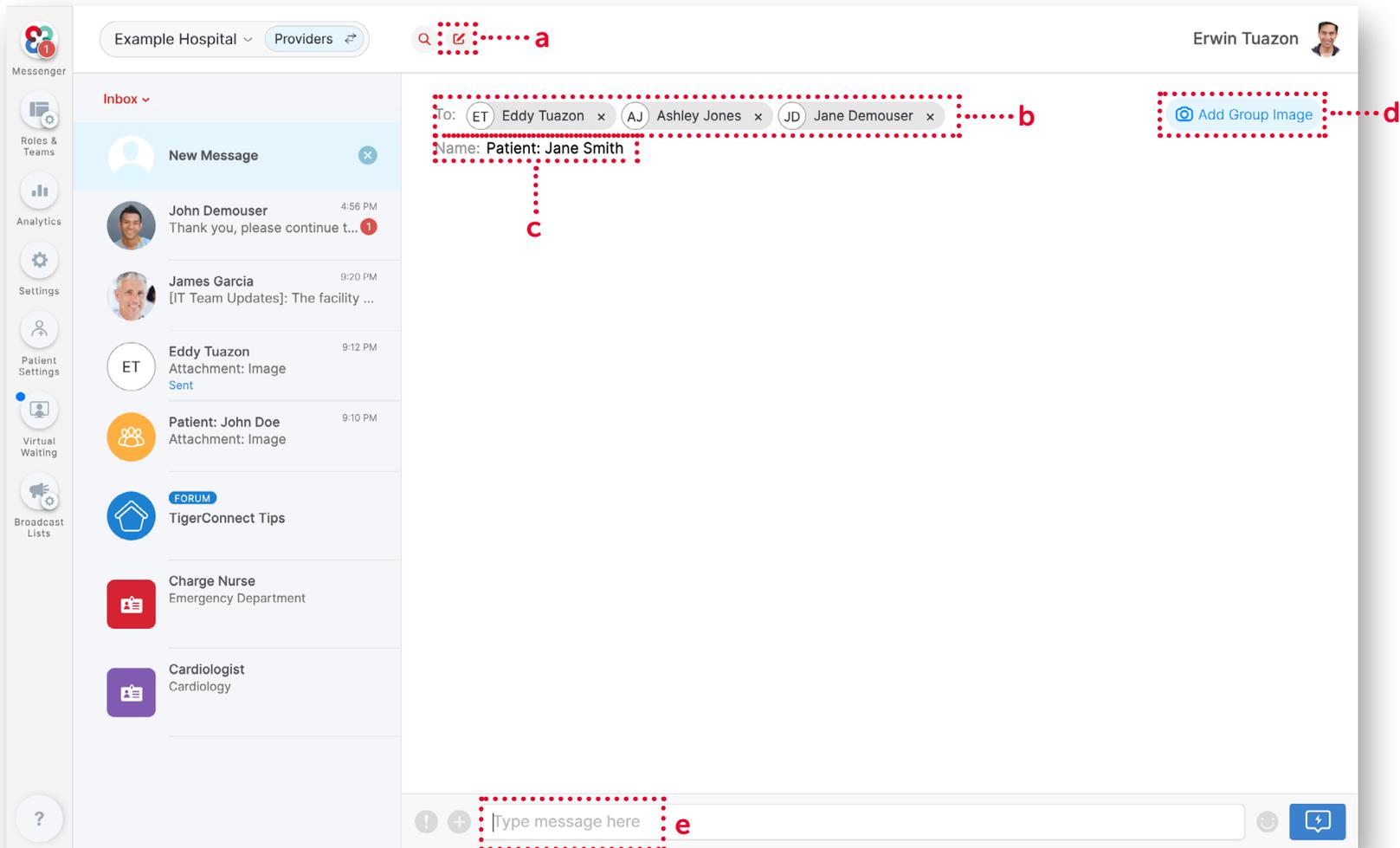


Create a Group Conversation

- Tap on the compose icon to create a new message.
- Enter your co-workers names or click on Create Group to initiate a Group conversation.
- Type in a group name.
- (optional) Upload an image for this Group's avatar.
- Create and send a message to these recipients.



Group Details

Message Status (a)

Tap on the **"1/3 Read"** to display the Message Status and show who has already read the message amongst the Group members.

Group and Avatar Name (b)

Click the **orange avatar** to upload a new Group picture. Tap on the **Group Name** to rename the Group conversation.

Group Settings (c)

Tap the **ellipsis** to find:

Mute – Temporarily mute audio notifications received from messages sent within this private Group.

Print Mode – Print the conversation or save it as a PDF.

Leave Group – Leave the group and the Group conversation will disappear from your Inbox.

The screenshot shows a group chat interface for 'Patient: Jane Smith' with 4 members. The interface includes a left sidebar with navigation options like 'Inbox', 'Roles & Teams', 'Analytics', 'Settings', 'Patient Settings', 'Virtual Waiting', and 'Broadcast Lists'. The main chat area shows a message from 'Patient: Jane Smith' with a status '1/3 Read' (labeled 'a'). The right sidebar shows group settings (labeled 'b') including 'MUTE', 'PRINT MODE', and 'LEAVE GROUP', and a list of members (labeled 'c').