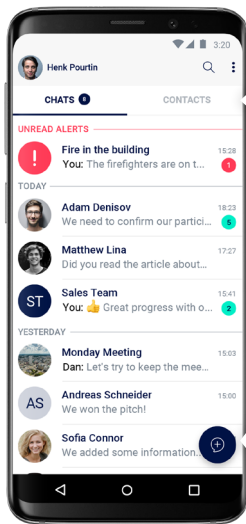




Android Quick Start Guide


TEAMWIRE KEY FEATURES

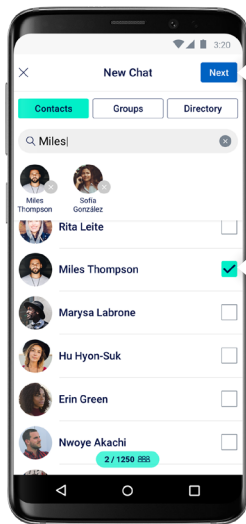


TABS

NEW CHAT

1

The app consists of three main tabs: **Messages, Contacts and Profile**. The Messages tab performs as your inbox and shows all of your existing conversations with your colleagues and partners. **To start a new chat tap the icon .**



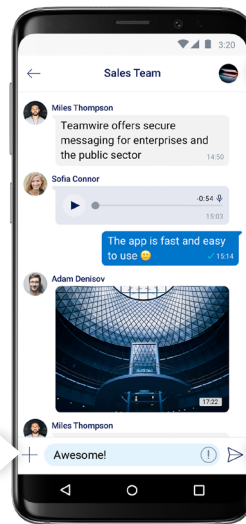
TAP

SELECT

SHARE

2



Select the **contact(s) and/or group(s)** you want to talk to. Tap **Next** to configure the Chat Settings and **Start Messaging!**

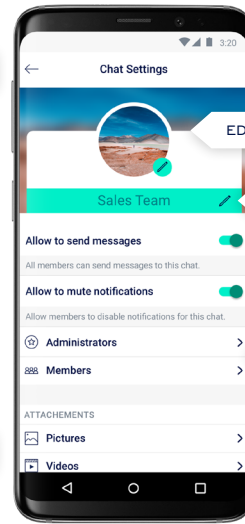


TAP

SEND

3

Type your message, and tap the icon  to send it. Tap the icon  to share files, location, calendar or create a poll. Tap the chat avatar or title to see the Chat Options.



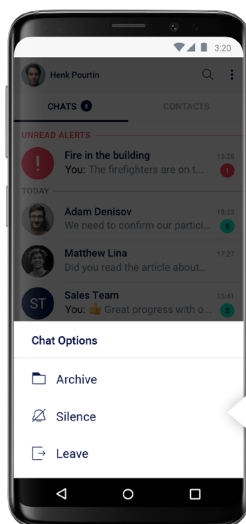
EDIT

EDIT

TAP

4

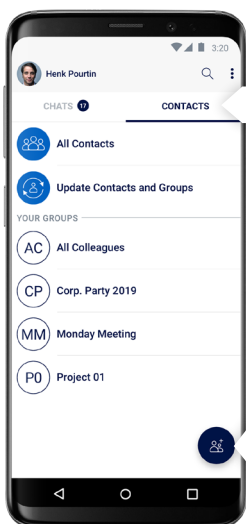
Here you can **edit the Chat Settings**. Edit the name, profile image, add more contacts to your conversation by opening the list of Members and see all media that has been posted.



TAP

5


To **Archive or Leave** a conversation, tap and hold the relevant chat in your inbox for one second. Then update to the action you wish to perform.

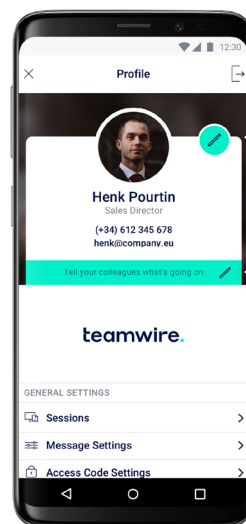


TAP

NEW GROUP

6

For an overview of your **contacts and assigned groups**, please go to the Contacts tab. Tap  to create your own groups as well.



TAP

TAP

7

The Profile tab allows you to **add additional information about yourself**, e. g. a profile picture, job title, department and status message.



Taking advantage of Teamwire features!

If you have any further questions, please tap "Manual and FAQ" on the Teamwire app's settings or visit <https://teamwire.eu/faq>