iOS Quick Start Guide
TEAMWIRE KEY FEATURES

teamwire.
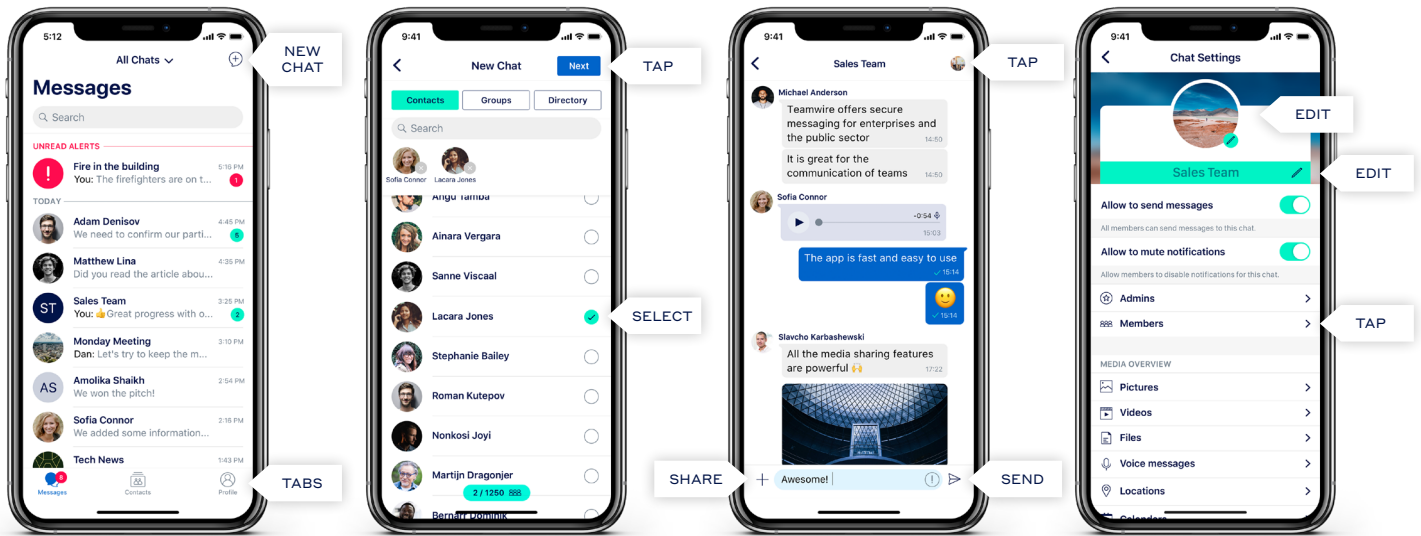
1

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** ⊕.

2

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

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.

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.
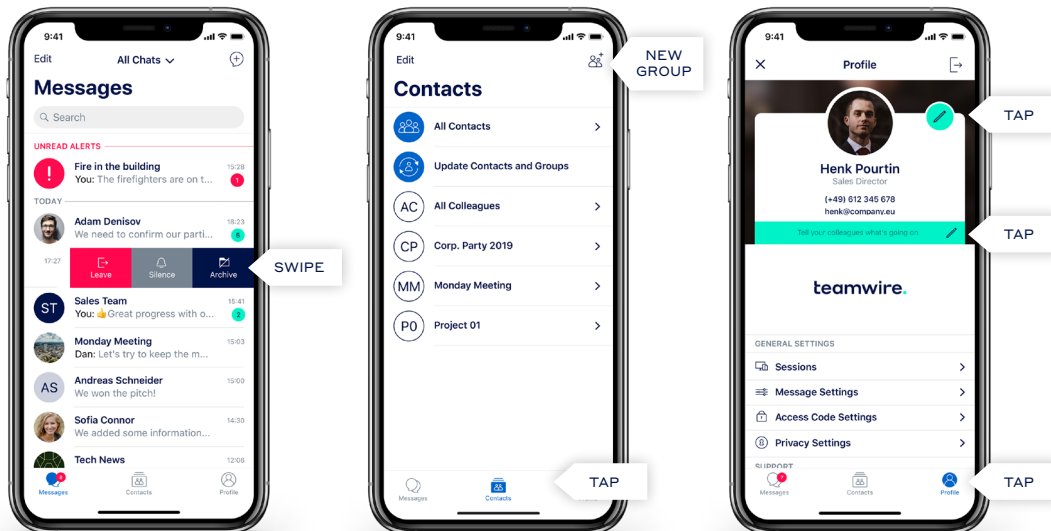

5

To **Archive or Leave** a conversation, **left swipe** the relevant chat in your inbox and choose the action you wish to perform.

6

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

7

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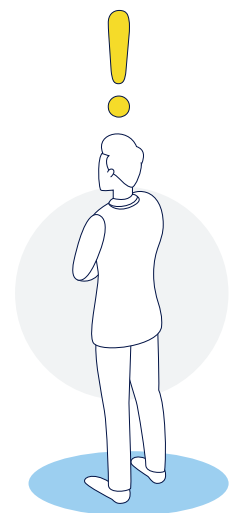
Taking advantage of Teamwire features!

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

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