# Getting Started: Acessing Chat & Meetings

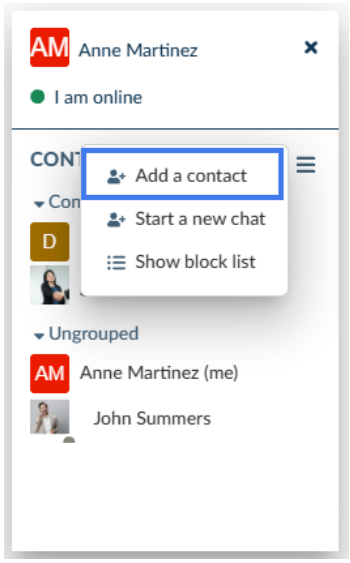
## Adding Contacts

Before sending emails, you need to add contacts to your account. You can add contacts individually from the **Chat** section.

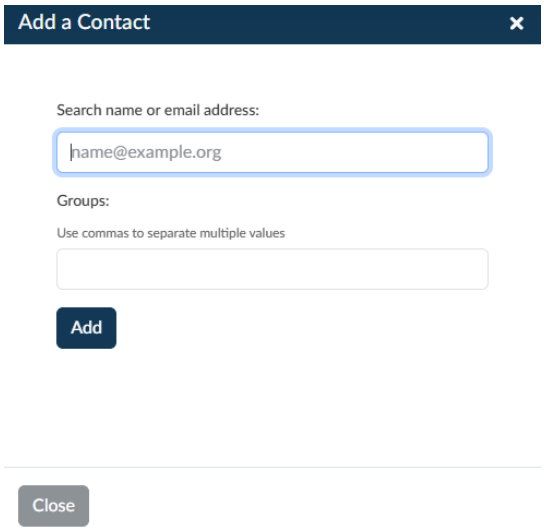
1. Open the **Chat** button at the bottom right of each page.

2. Click **Add Contact**.

3. Enter the contact details in that exact format **"Name <username@example.org>"** for example **John Summers <john@mynewdomain.com>**




4. Assign the contact to a **Group** if needed.
5. Click **Add** to create the contact.

Make sure the email address is valid before saving the contact.

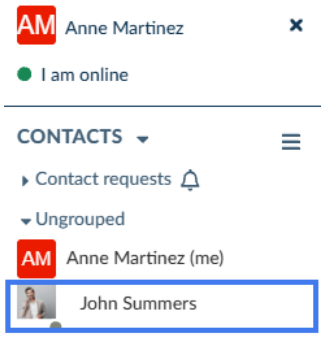
## Chatting with Contacts

Use the chat feature to communicate directly with your contacts. You can open a conversation from the contacts panel and send messages in the chat window.

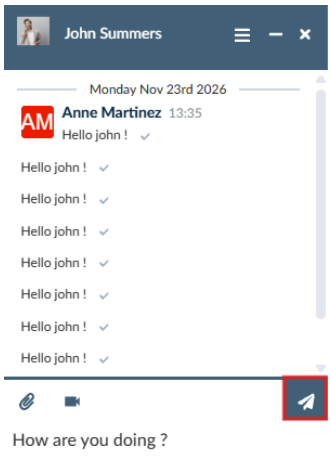
1. Open the **Chat** panel.




2. Find the contact you want to message.



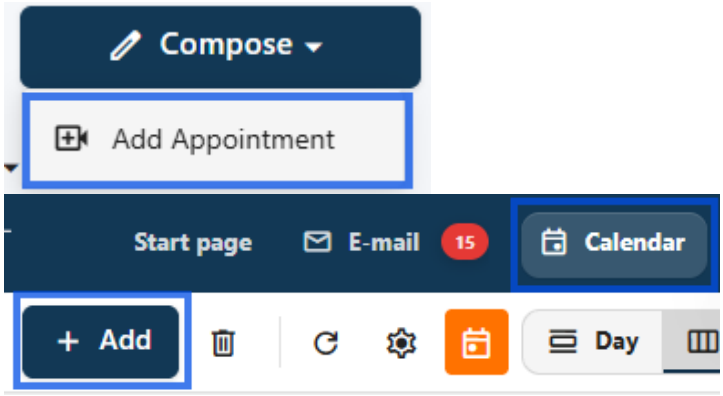

3. Click the contact name to open the chat window.
4. Type your message in the message field.
5. Click the **Send** button to send the message.



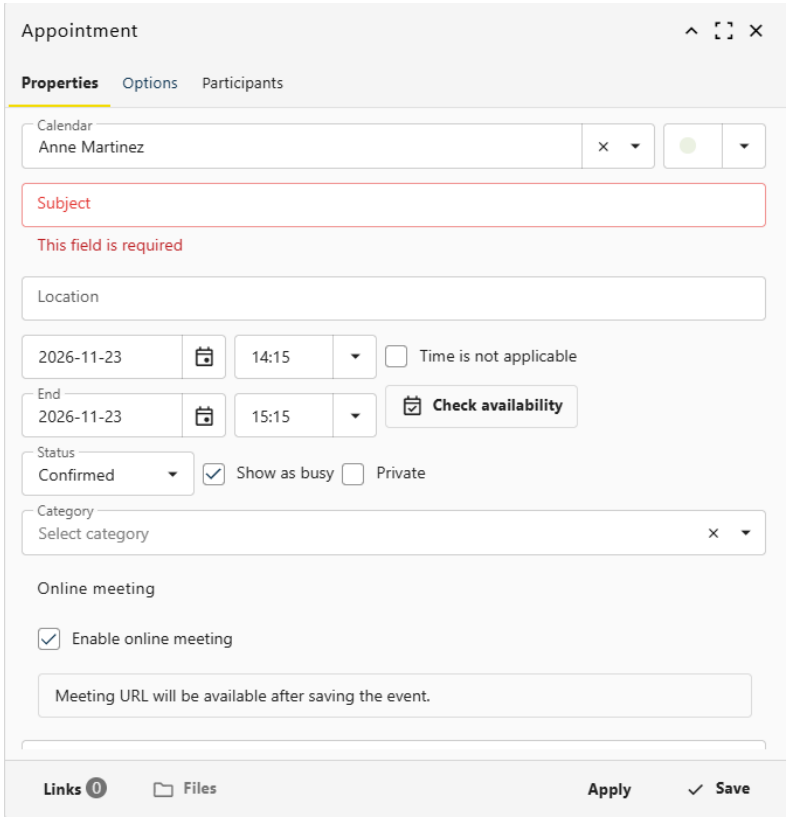

## Starting a Video Meeting

Use the meeting feature to start a live conversation with your contacts. You can create a meeting, invite participants, and begin the session from the meeting window.

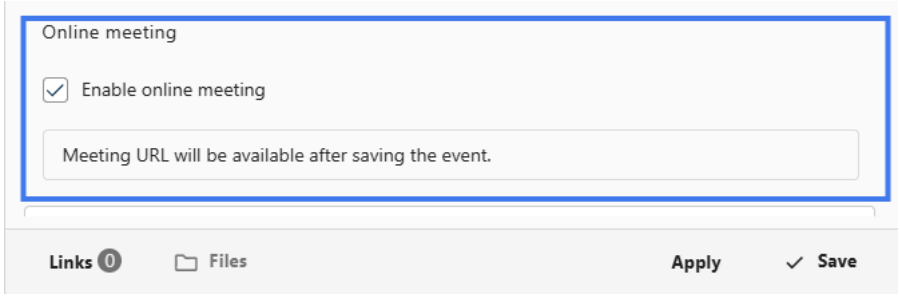
1. Click **Compose** arrow and select **Add Appointment** or clicl **Add** in the **Calendar** tab.



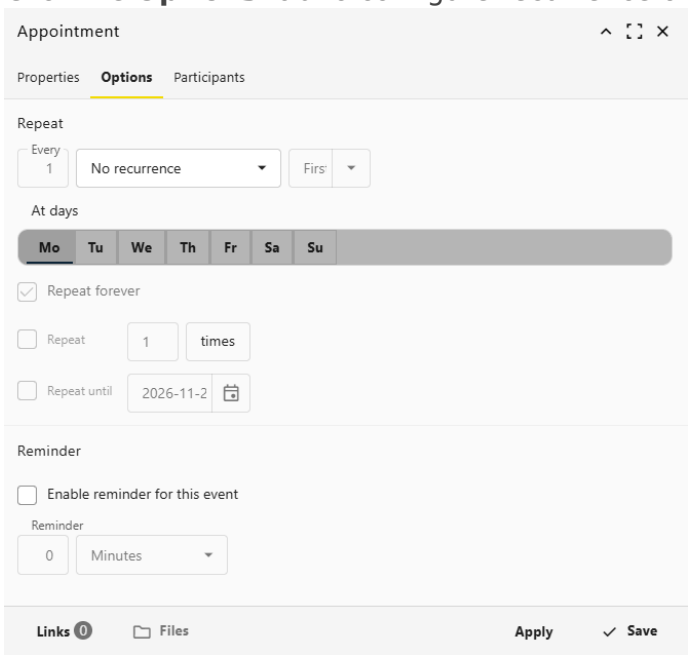

2. Enter all the details in the appointement page.



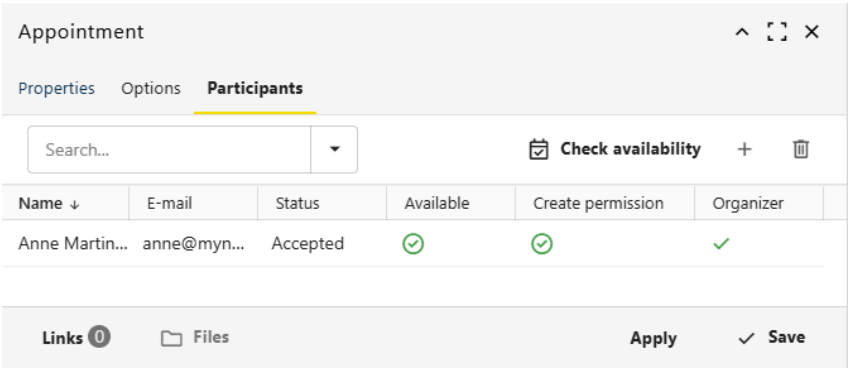

3. In the **Online meeting** section, select **Enable online meeting**.




4. Click the **Options** tab to configure recurrence or enable a reminder if needed.

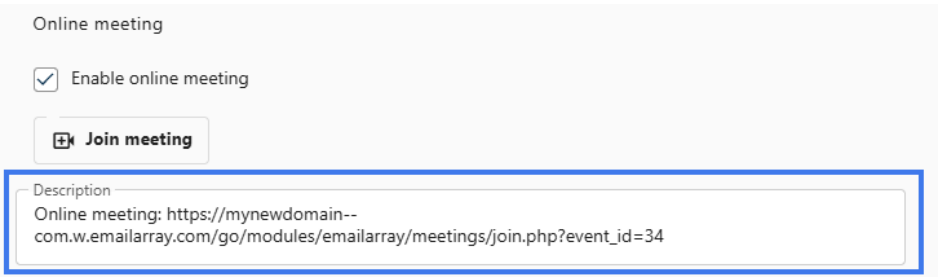



5. Open the **Participants** tab and add the contacts you want to invite.




6. Click **Apply** then **Save** to create the meeting.

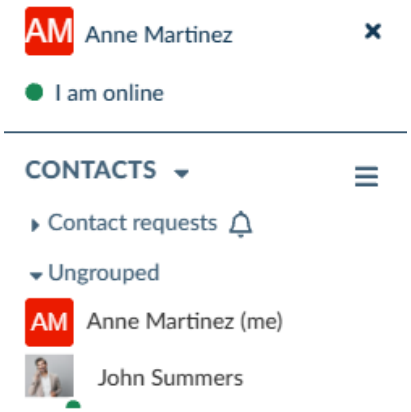
- After the appointment is saved, the meeting URL becomes available in the event details. You can share this link with other users so they can also join the meeting.



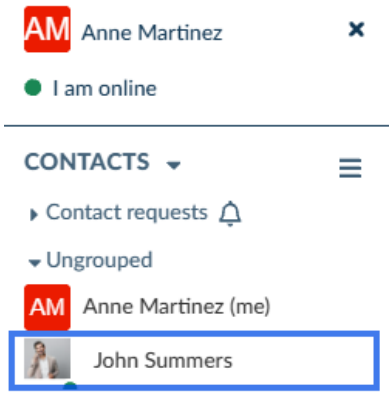

### Starting a Meeting with a Contact

You can start a meeting directly from the contacts section when you want to connect with one person quickly. This option is useful for starting a conversation without creating a general appointment first.

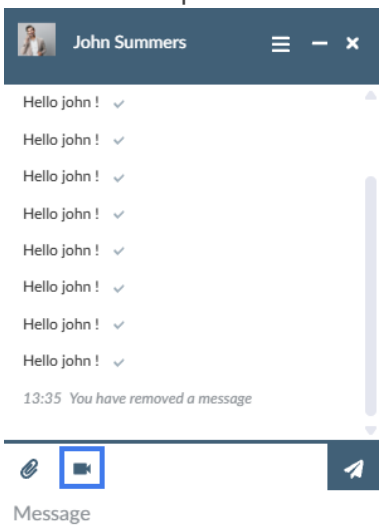
1. Open the **Contacts** section.



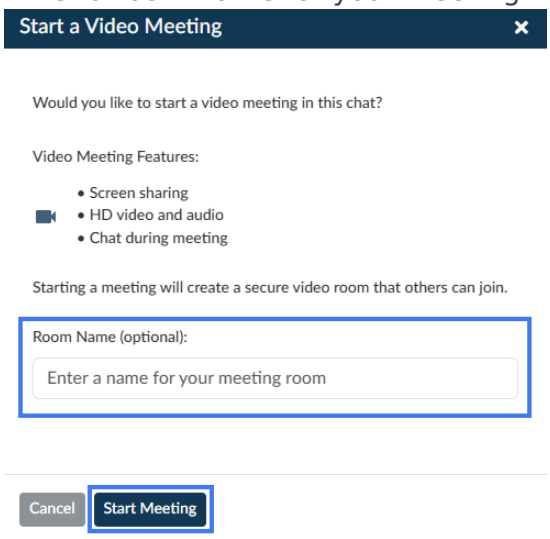

2. Browse the contact list and select the person you want to contact.
3. Click the contact to open the chat window.



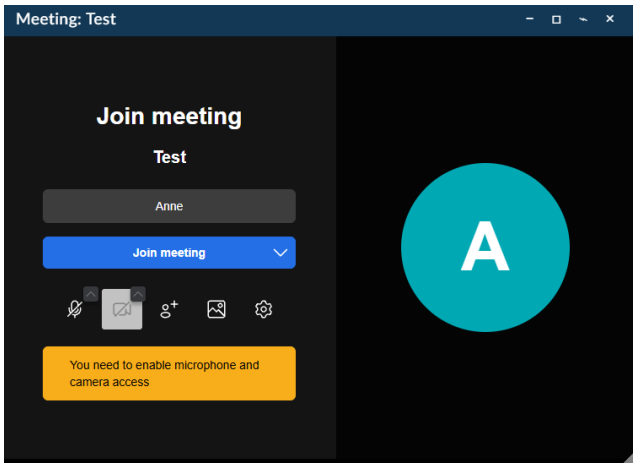

4. In the lower part of the chat window, click the **Video** button.




5. Enter a room name for your meeting then press **Start Meeting**.




6. Join the meeting and wait for the contact to join the session.




Revision #2
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