

# How to respond to Company Chats?

The screenshot shows the WWINDOW Shopping interface. At the top right, the 'Teams' button is circled in green with a green arrow pointing to it. On the left sidebar, the 'Company Chat' menu item is circled in orange with an orange arrow pointing to it. In the main content area, the 'Company Chat' section is titled 'Company Chat' and includes a note: 'Please note: in the company chat you are responding as Clarion Events, not as your own user.' Below this, there are three chat messages. The first message is from Ashley Roina, dated 18 Jun 12:17pm, with a blue 'Chat' button circled in blue and a blue arrow pointing to it. The second message is from Melissa Gallagher, dated 17 Jun 12:37pm, with a blue 'Chat' button. The third message is from Catie Herrin, dated 16 Jun 12:10pm, with a blue 'Chat' button. The bottom of the page features social media icons for Facebook, LinkedIn, Twitter, and YouTube.

- Click “**Teams**” in the upper right-hand corner.
- Once in Teams, click “**Company Chat**” to view the messages received, and reply to individual messages.
- When you select a **chat** to respond to, a box will pop-up in the lower right hand window.