

Send Messages using MultiLine Messaging App for Microsoft Teams

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Read on to learn about messaging using the MultiLine Messaging App in Microsoft Teams.

Overview

When your organization uses the MultiLine Messaging App in Microsoft Teams, you can message from your MultiLine number in Microsoft Teams.

When you message someone from Teams using the MultiLine Messaging app, they'll see your MultiLine number. If someone texts your MultiLine number, the text will be sent to your MultiLine app and Teams.

Before you Start

- This app is not available by default; Movius and your IT admins must set up the application on the backend for this to work.

How to send a message

The MultiLine Messaging tab is used for messaging.

1. Click the MultiLine messages icon to access the app.
2. Click the New Message icon.
3. Add at least one participant. You can create a group message by adding multiple participants.
4. Type your message in the bottom right
 - Click to select an emoticon
5. Click or press 'enter' to send the message

How to receive messages

1. Select a row to open the message thread.
2. Orange badges represent new unread messages.

How to mute a message thread

1. Click for menu options.
2. Select **Mute**.

