

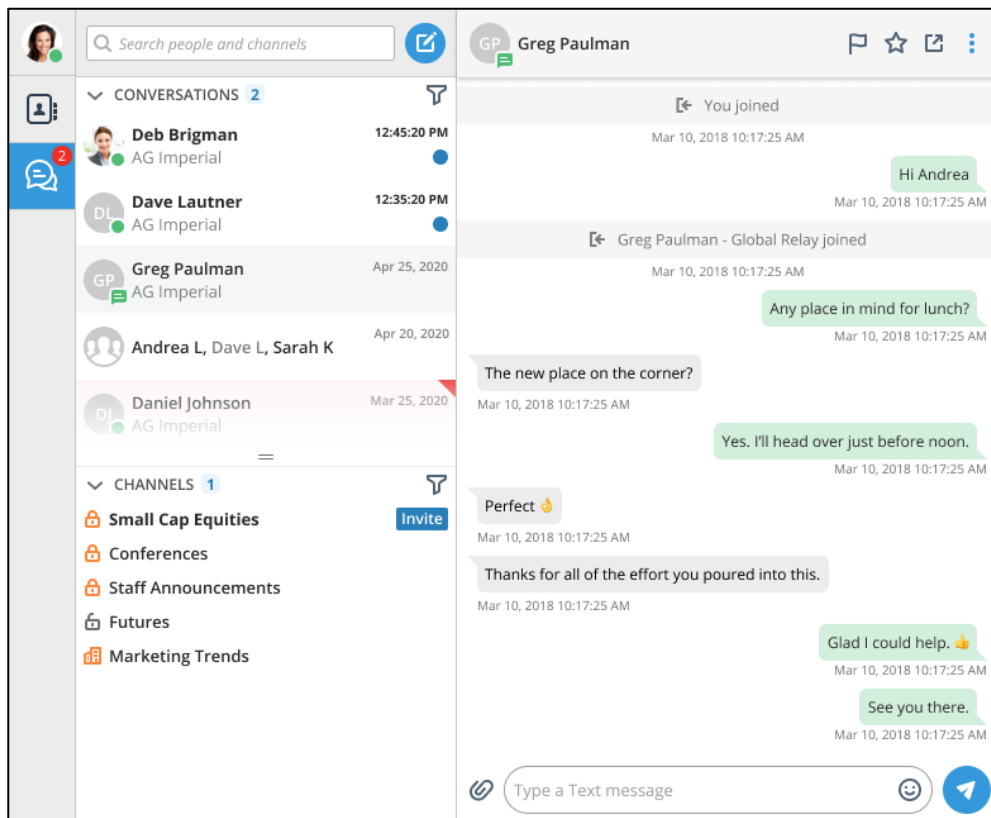
## ▶ Getting Started with Global Relay for Desktop

Global Relay App is a high-performance cloud messaging platform, purpose-built to meet the messaging, compliance, privacy, and security needs of the financial sector and other regulated industries.

With Global Relay App, your organization can securely communicate both internally and externally with colleagues, partners, and counterparties.


To get started, review the following topics:

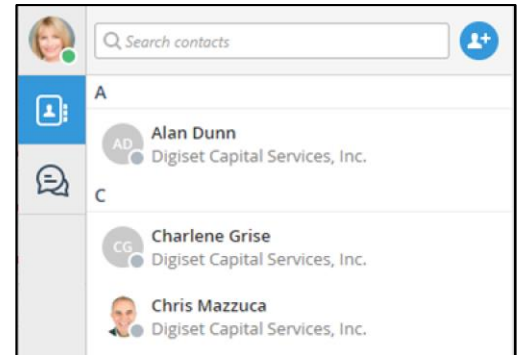
- [Navigating Global Relay App](#)
- [Managing Conversations](#)
- [Starting a Conversation](#)




## Navigating Global Relay App

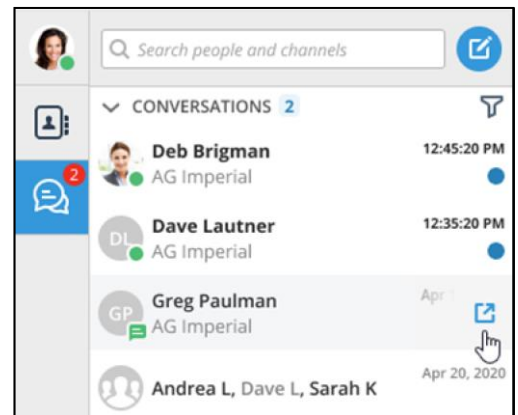
In the Navigation Bar, click the following icons to display contacts, conversations or channels, and calls:


-  **Contacts:** Displays a list of users who make up your contacts in Global Relay App.



-  **Chats:** Displays a list of your existing conversations and channels to which you are currently subscribed, have previously unsubscribed, or received an invitation to subscribe.

 **Tip:** Pop out your most frequented conversations .



 **Tip:** To find any person or channel in your Chats and Contacts, enter keywords in the search field.

## Managing Conversations









Using Global Relay App, you can have a conversation with anyone in your Contacts and involve multiple people in a conversation.

In fact, you can have multiple conversations with the same group of people, where each, separate conversation can be assigned a different subject. When you initiate a conversation, you can give it a specific, unique subject.



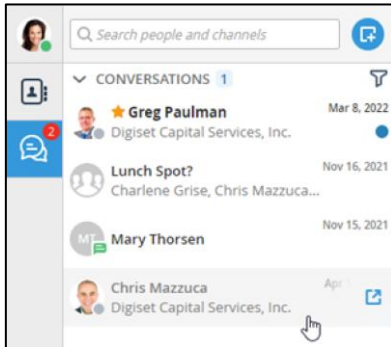
To view all of your existing conversations and channels, click the Chats icon

Within your Conversations, the following details may display:


- : Invitations to join new conversations or channels
- : Conversations and channels with new messages
- : The number of conversations with new messages
- : The contact's uploaded profile picture or a generic profile, with the contact's presence status
- : Multi-party conversation
- : Text conversation
- : Conversations with flagged state
- : Conversations marked as favorites

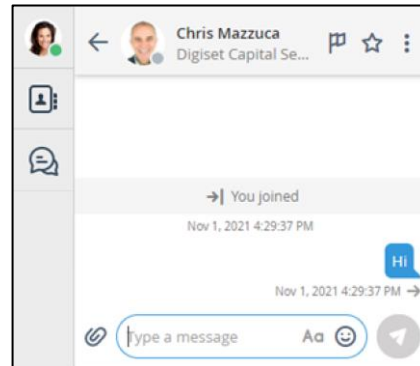
## Starting a Conversation

1. From your Contacts, click a user.



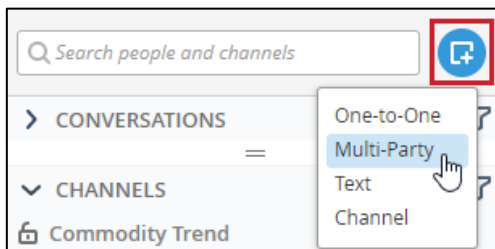
2. Start your conversation.

 **Tip:** Click the paper click icon or drag and drop files to share them.

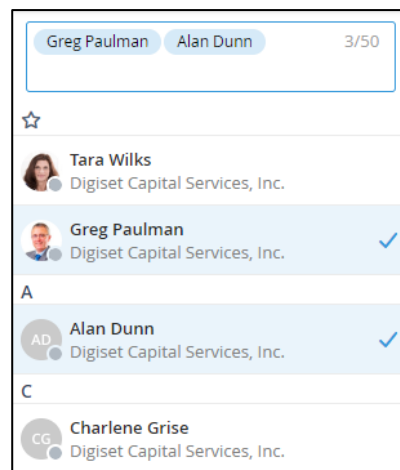


## Starting a New Multi-Party Conversation

1. From your Chats, click the New Chat icon and select **Multi-Party**.

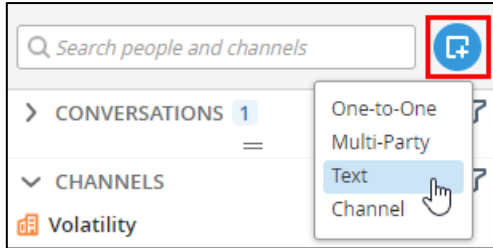


- In the new Multi-Party Conversation window, select your conversation participants and click **Next**.
- Review your list of participants and click **Next**. Optionally, enter a subject for the conversation.
- Start your conversation.



## Starting a New Text Conversation

1. From your Chats, click the New Chat icon and select **Text**.



2. In the new Start Text Messaging window, enter recipient's phone number and click **Start**.
3. In the Recipient Information prompt, enter recipient's first and last name, and then click **Save**; or click **Skip**.
4. Start your conversation.

