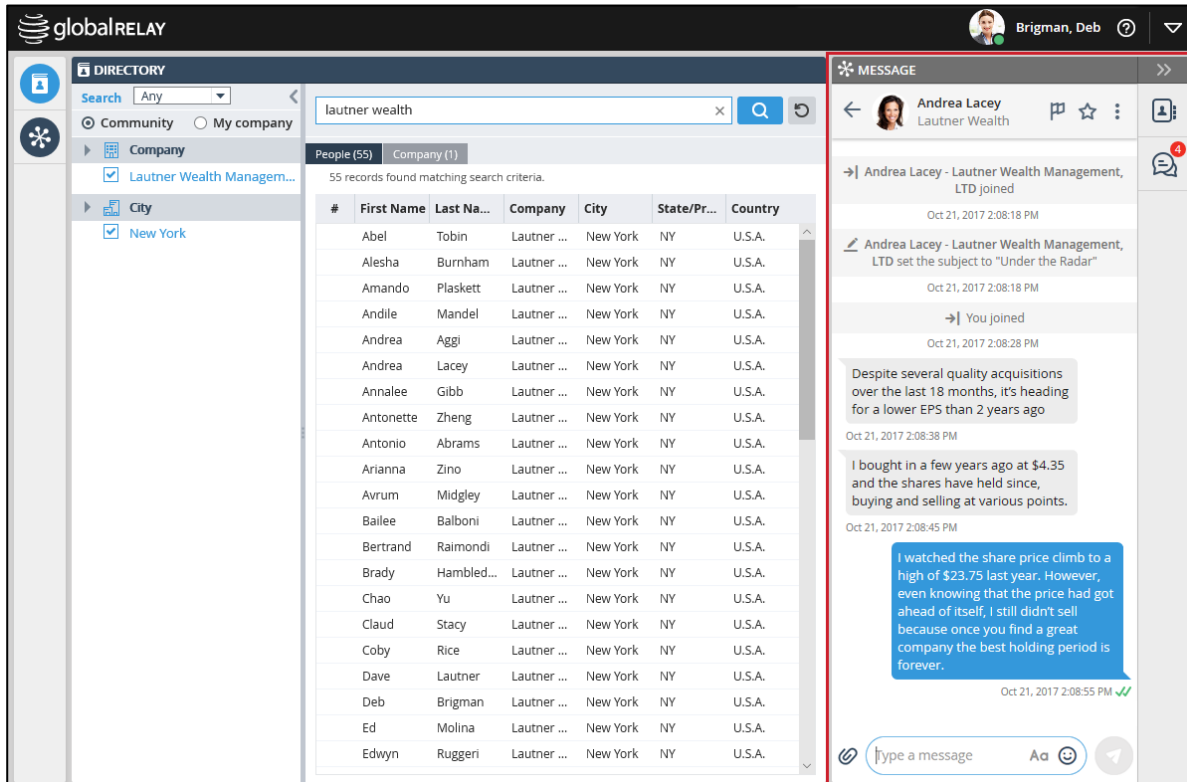


## ▶ Getting Started with Global Relay App

Global Relay App is Global Relay's flagship enterprise messaging and unified collaboration platform, designed to address the messaging, compliance, privacy, and security needs of firms in regulated industries.

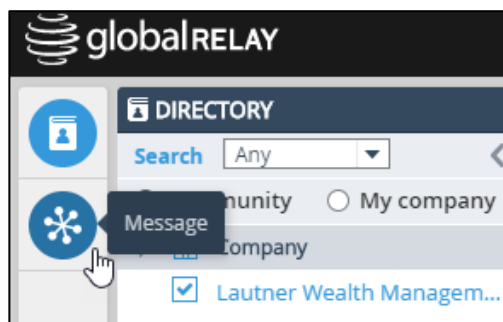
You can use Global Relay App to solely focus on your communications with others, or you can simultaneously search your Archive or Directory while communicating with other colleagues, or your wider community, about mutually interested topics.



The screenshot shows the Global Relay App interface. On the left, there is a sidebar with navigation icons for Directory, Community, and My company. The main area is split into two panes. The left pane shows a search for 'lautner wealth' with filters for Company and City. The right pane shows a message conversation with Andrea Lacey from Lautner Wealth Management. The message content includes a notification that she joined, a subject change to 'Under the Radar', a 'You Joined' notification, and a discussion about share price performance.


#	First Name	Last Name	Company	City	State/Pr...	Country
1	Abel	Tobin	Lautner ...	New York	NY	U.S.A.
2	Alesha	Burnham	Lautner ...	New York	NY	U.S.A.
3	Amando	Plaskett	Lautner ...	New York	NY	U.S.A.
4	Andile	Mandel	Lautner ...	New York	NY	U.S.A.
5	Andrea	Aggi	Lautner ...	New York	NY	U.S.A.
6	Andrea	Lacey	Lautner ...	New York	NY	U.S.A.
7	Annalee	Gibb	Lautner ...	New York	NY	U.S.A.
8	Antonette	Zheng	Lautner ...	New York	NY	U.S.A.
9	Antonio	Abrams	Lautner ...	New York	NY	U.S.A.
10	Arianna	Zino	Lautner ...	New York	NY	U.S.A.
11	Avrum	Midgley	Lautner ...	New York	NY	U.S.A.
12	Bailee	Balboni	Lautner ...	New York	NY	U.S.A.
13	Bertrand	Raimondi	Lautner ...	New York	NY	U.S.A.
14	Brady	Hambled...	Lautner ...	New York	NY	U.S.A.
15	Chao	Yu	Lautner ...	New York	NY	U.S.A.
16	Claud	Stacy	Lautner ...	New York	NY	U.S.A.
17	Coby	Rice	Lautner ...	New York	NY	U.S.A.
18	Dave	Lautner	Lautner ...	New York	NY	U.S.A.
19	Deb	Brigman	Lautner ...	New York	NY	U.S.A.
20	Ed	Molina	Lautner ...	New York	NY	U.S.A.
21	Edwyn	Ruggeri	Lautner ...	New York	NY	U.S.A.

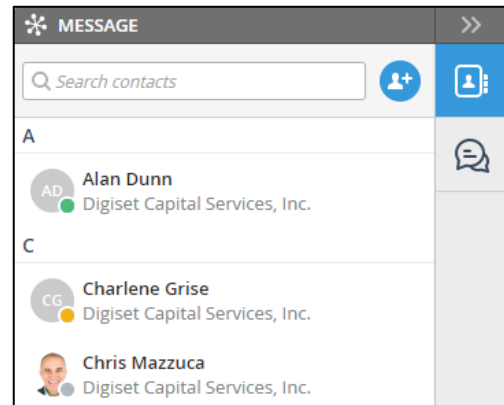
- To access Global Relay App, click the Message icon in the Application pane.




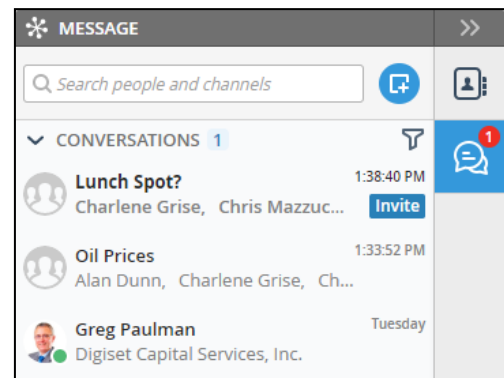
## Navigating Global Relay App


In the Message pane, click the following icons to display contacts, conversations, or channels:

- 
**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:** 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 Directory 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.

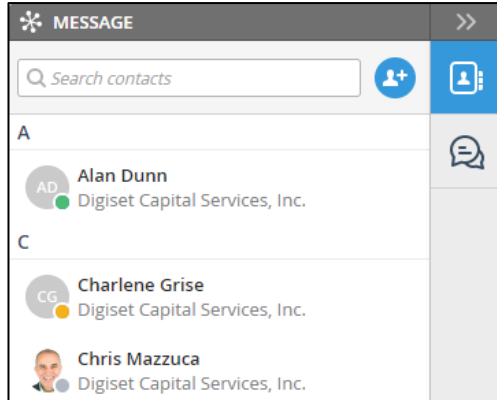
To view all of your existing conversations and channels, click the Chats icon .

Within your Chats, the following details may display:


- Invitations to join new conversations or channels are marked with Invite .
- Conversations and channels with new messages are marked with a blue dot .
- The number of chats with new messages is displayed in red on the Chats icon .

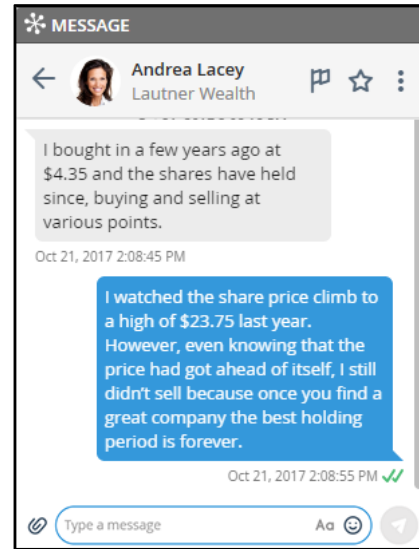
## Starting a Conversation

1. From your Contacts, click a user.



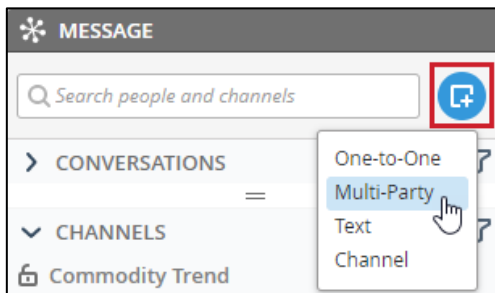
2. Start your conversation.

 **Tip:** Click the paper clip 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**.



2. In the new Multi-Party Conversation window, select your conversation participants and click **Next**.  
3. Review your list of participants and click **Next**.  
4. Start your conversation.

