

Messages

Sending Messages

Sending Text Messages

- You can send a message by clicking the **Send** button or pressing the **Enter** key.

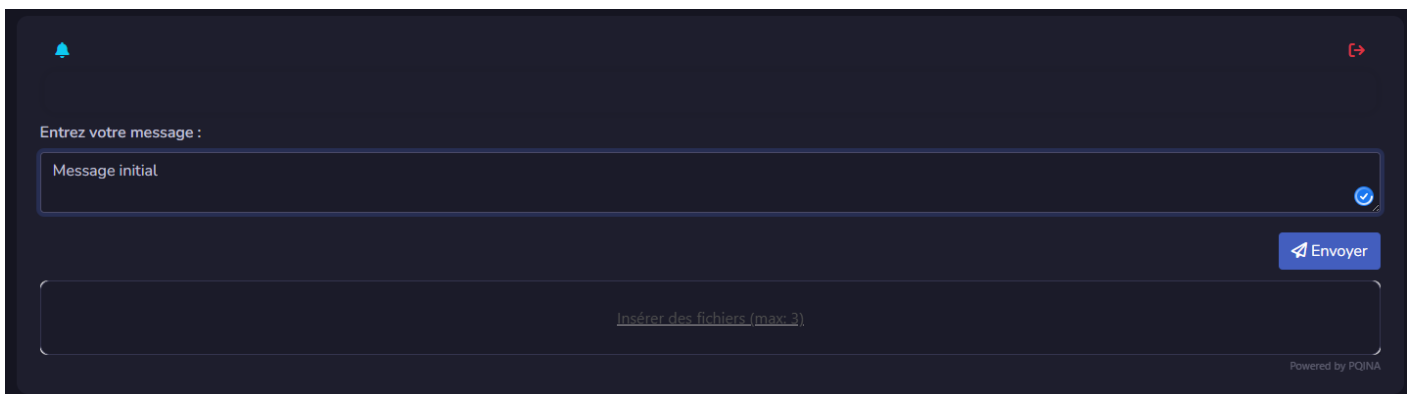
Sending Images

1. Drag and Drop

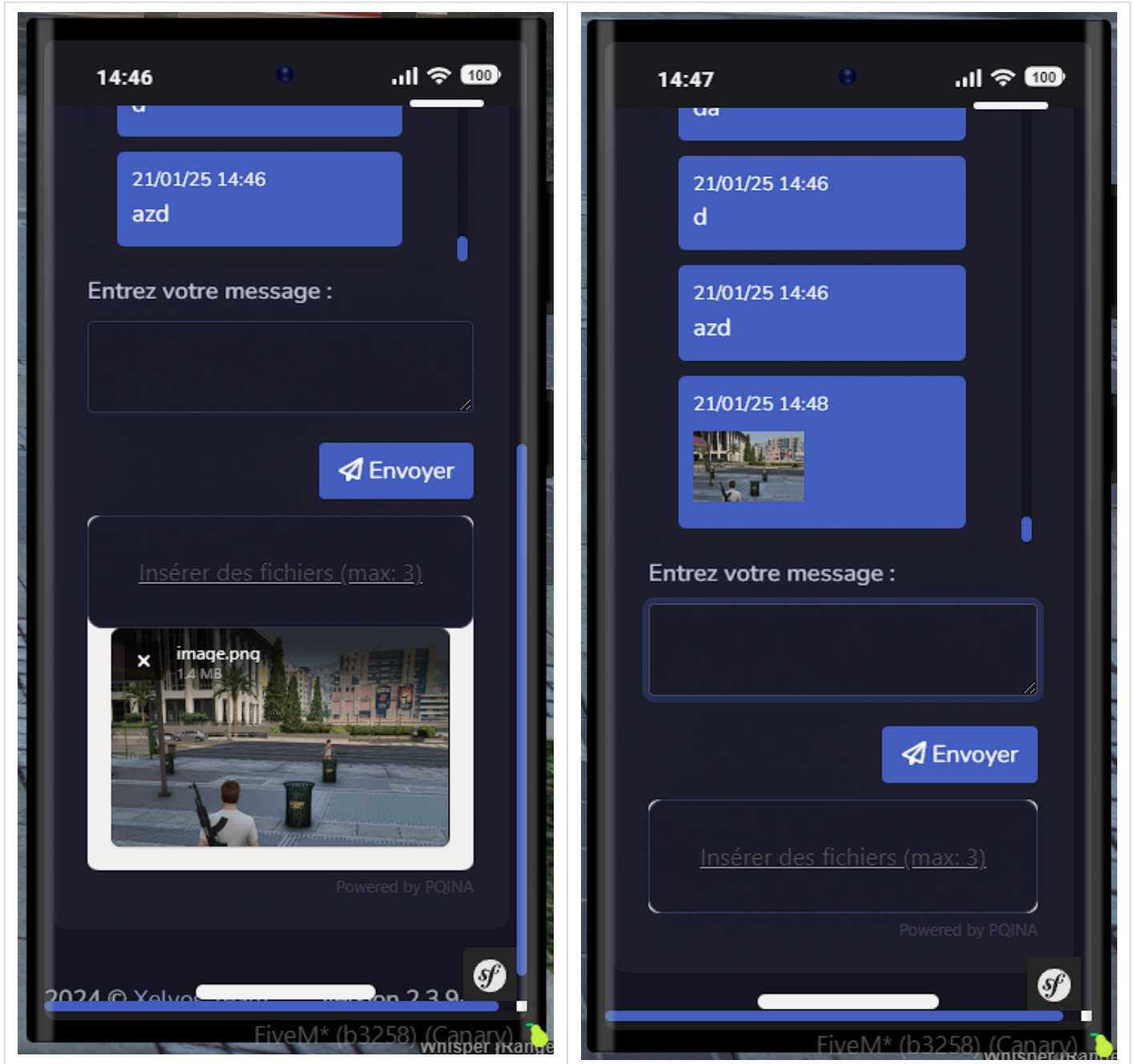
- Drag your image into the drop zone located below the text area.

2. Copy and Paste

- If you have a screenshot, use **Ctrl+V** in the text area to integrate the image directly into your message.



The screenshot shows a dark-themed messaging application interface. At the top left is a small blue triangle icon, and at the top right is a red icon with a right-pointing arrow. Below these is a text input area with the placeholder text "Entrez votre message :". Inside this area, the text "Message initial" is visible. To the right of the input area is a blue checkmark icon. Below the input area is a blue button with a paper plane icon and the text "Envoyer". Below the button is a large rectangular area for file uploads, containing the text "Insérer des fichiers (max. 3)". At the bottom right corner, there is small text that reads "Powered by PQINA".



Replying to a Message

1. Select a Message to Reply To

- Double-click on the message you want to reply to.
- The selected message will appear on the left and will be highlighted in a different color.

2. Reply to Indicator

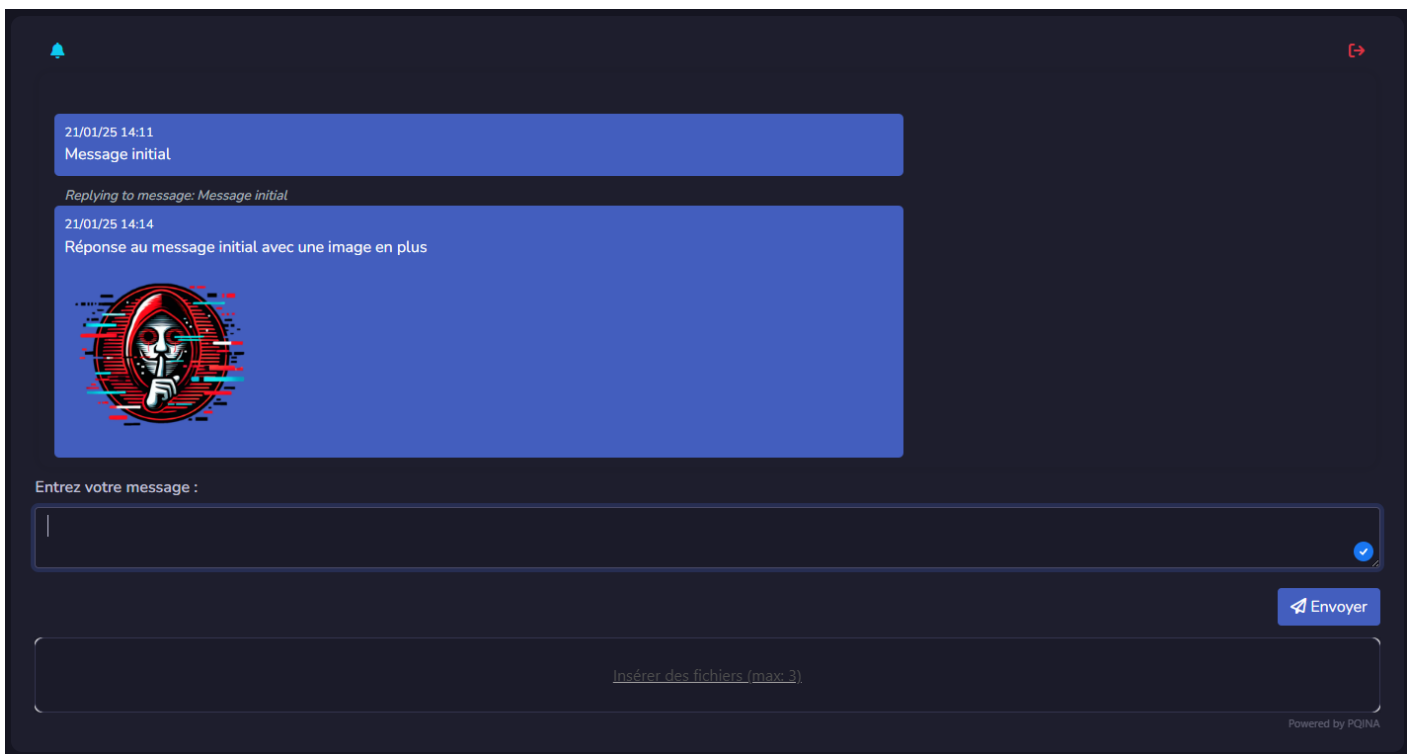
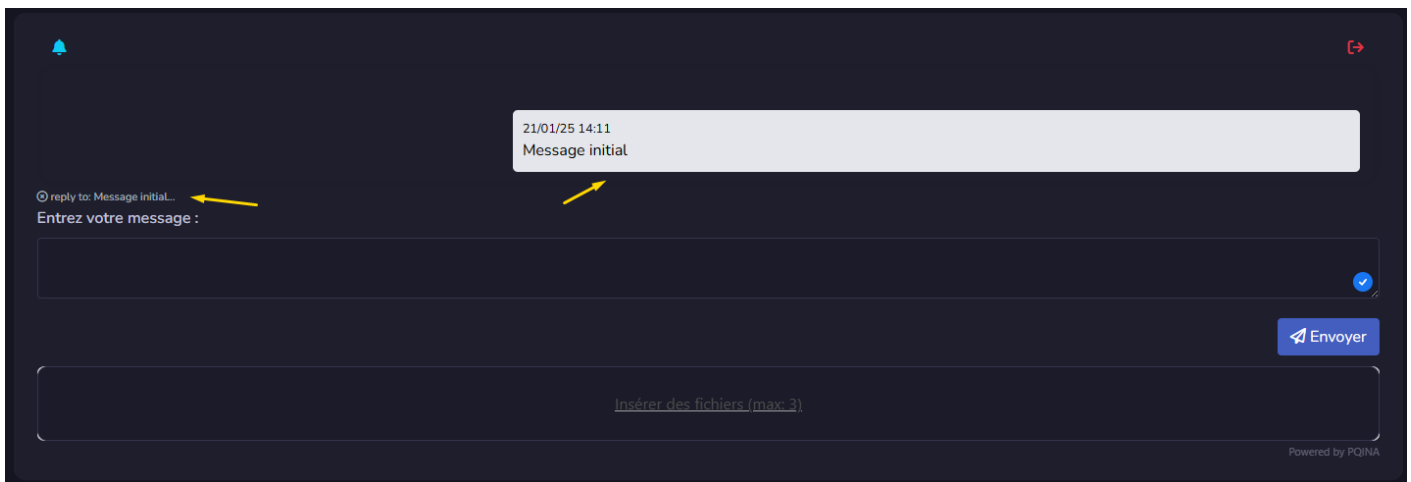
- A **Reply to** banner will appear above the text input area.

3. Cancel a Reply

- To cancel the reply, click the **X** icon on the left of the **Reply to** banner.

4. Send and View Linked Replies

- After sending your message, an indication stating **Replying to message** will appear above it.
- To view the linked message, click on this indication.



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