

# Messages

## Sending Messages

### Sending Text Messages

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

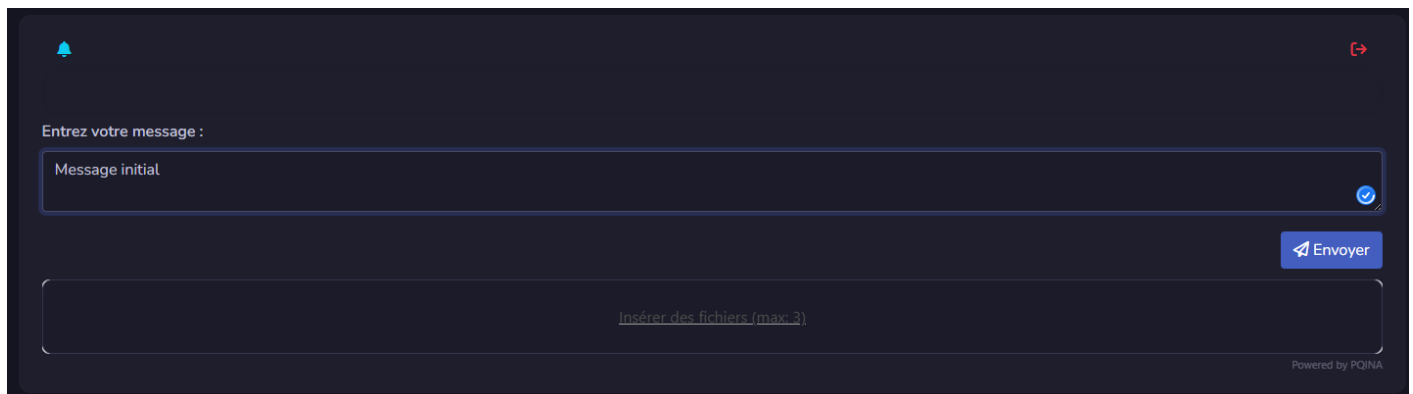
### Sending Images

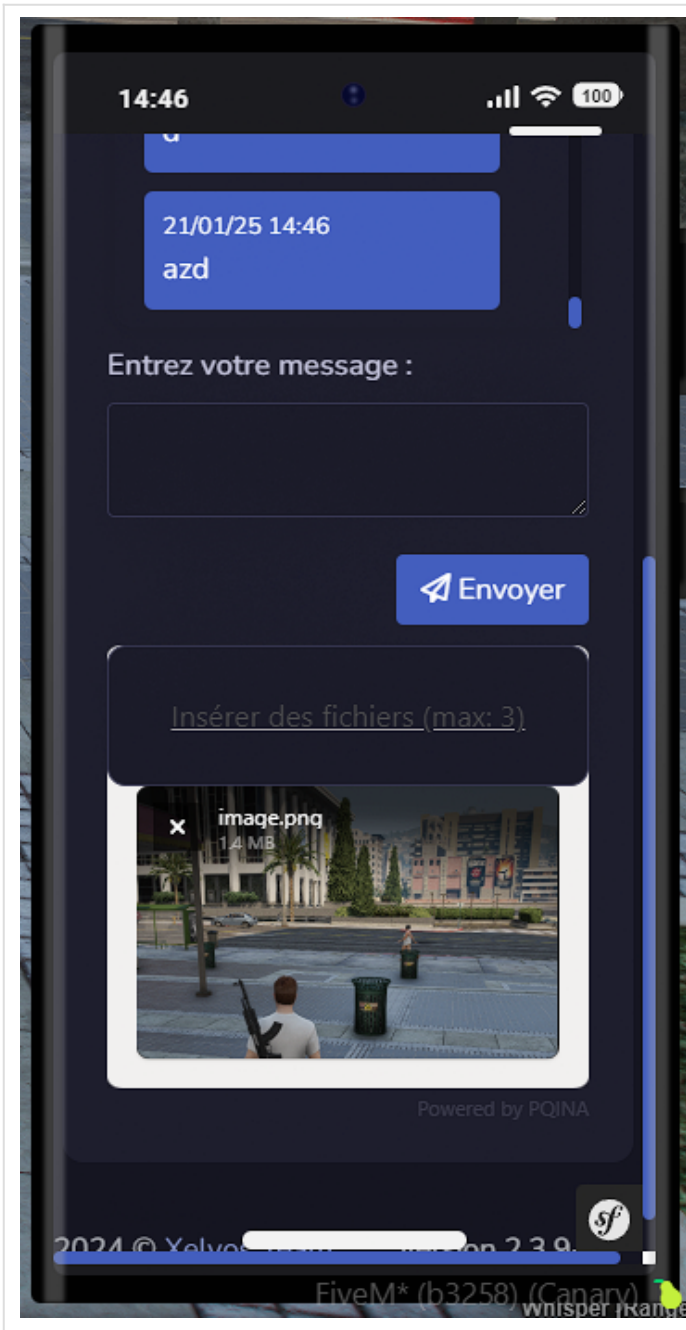
#### 1. Drag and Drop

- 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.





## 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

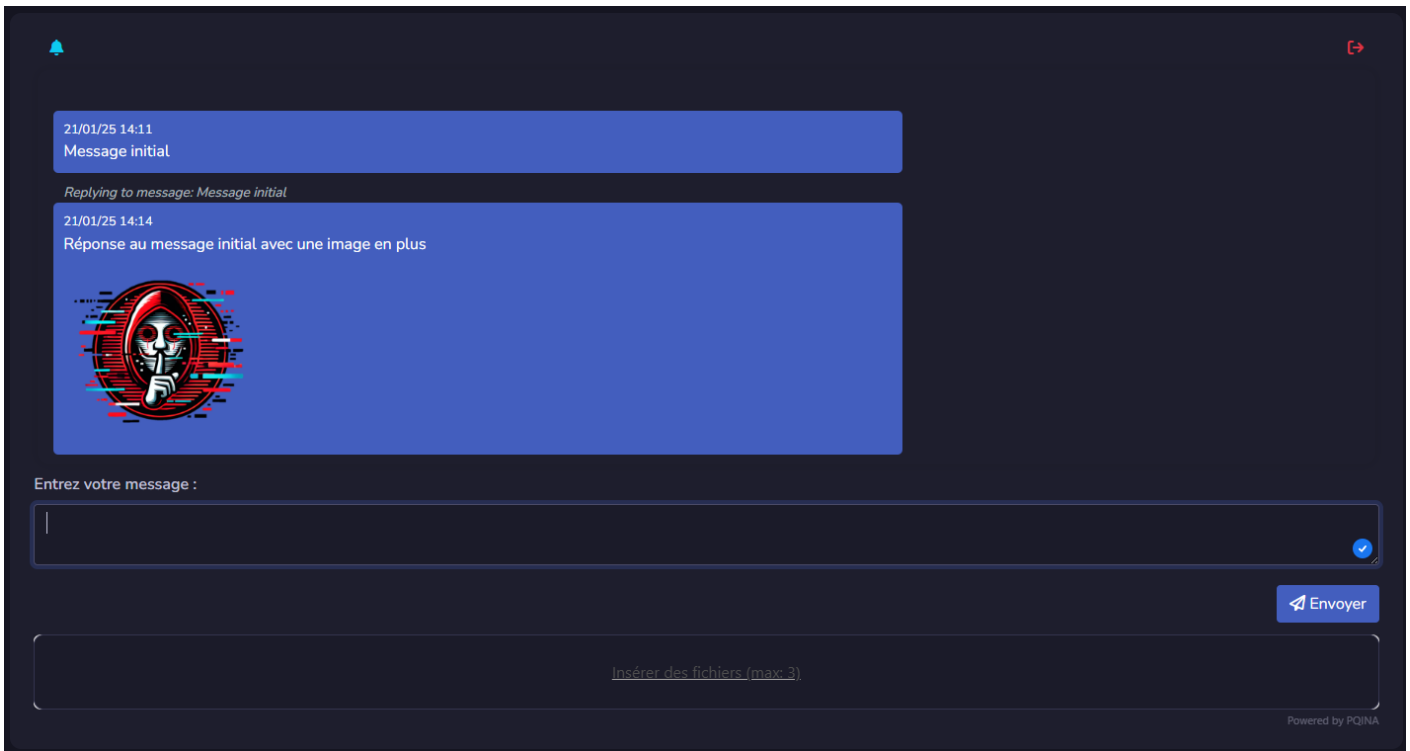
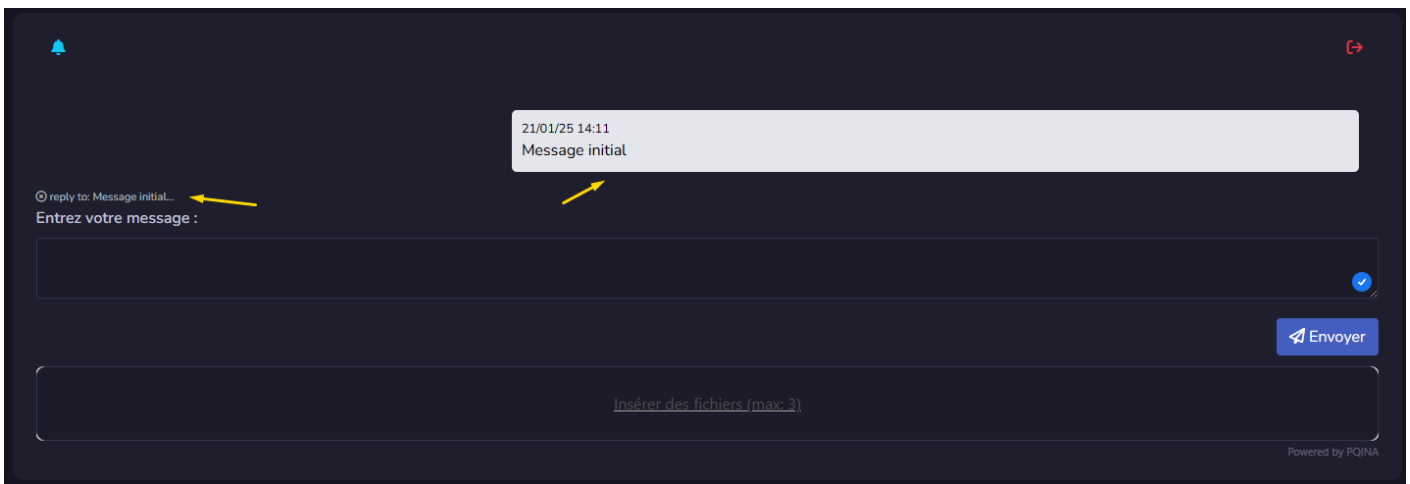
- A **Reply to** banner will appear above the text input area.

### 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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