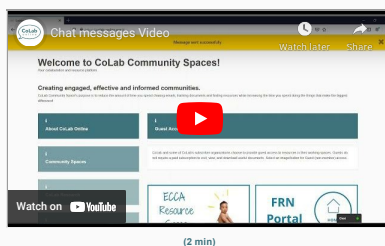


Chat & Notifications

Version 2

Published 11/18/2020 2:58 PM by [CoLab Support](#) Last updated 5/7/2021 4:34 PM by [CoLab Support](#)

Chat & Notifications



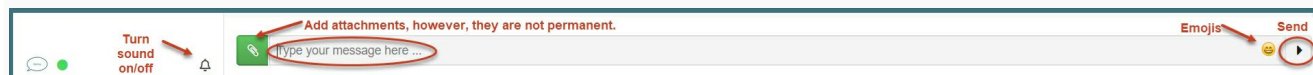
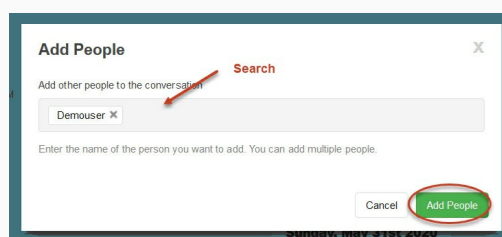
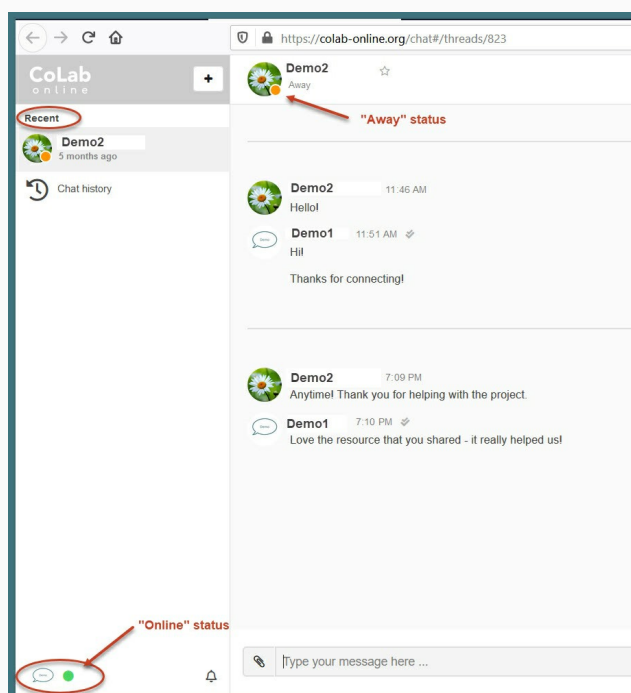
Chat (Messages)

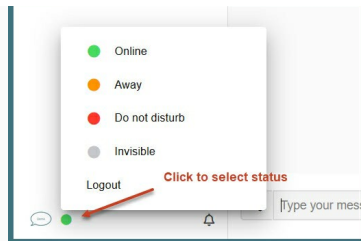
Communicate one-to-one with other Members or in a group by using the **Chat** feature or instant messaging.

1. In the header bar on the top left, click on the **Chat** bubble and then 'Send Message'.
2. To send: type in the first few letters of a Member name and choose from the options that appear.
3. Create a message and press "Send".

Tips

- Click "View All" to see all of your message threads.
- "Star" or "unstar" chats by clicking the star next to the message at the top.
- Add others to a group message by clicking the + sign to the right of the page.
- Notification bell is defaulted to 'on'. Click the bell at the bottom to turn the sound on/off.





Notifications

Notifications alert you to important information and include due dates, calendar event reminders and comments made on content you're subscribed to or have authored. The bell in the header, lets you know with a number, that you have notifications waiting. Click view all to see them in full and explore from there.

1. In the header bar on the top left, click on the **Notification** bell for your real-time alerts about updates and activity important to you.
2. Select a notification for full details.

Tips

- Click "View All" to see all of your notifications.
- Once the bell has been clicked, the number disappears, though the notifications do not.
- Activity Stream is an alternative to view your content and activities

