

How to respond to Chat messages



Manage Opportunities

Search for Opportunities

Chat

Update Profile

1. Log into your account and from the home page select **Chat** on the tab or button.
2. You can also see if you have any new messages to the right of the home screen under **Recent Messages**. Clicking anywhere on this section will also take you to your messages.
3. Messages are listed on the left hand side of the page. Select the one you want to view.
4. The **Chat Message** will be displayed
5. At the bottom of the message you can write your reply and select the paperclip symbol to attach a document such as your CV. Select **Reply** to send your message.
6. If you don't get a response after a week, email us at enquiries@inspiringgovernance.org for further support.



Messages



UK Wide Demo MAT Multi...
Governor Vacancy

22-Apr-2020



Message started with UK Wide Demo MAT Multi-Recruiter Test



UK Wide Demo MAT Multi-Recruiter Test (Customer)

Hello, I'd like to chat with you about the Governor Vacancies we have.

Write your reply here and select the reply button to send



Reply

