

BANFFXchange

How to send a message



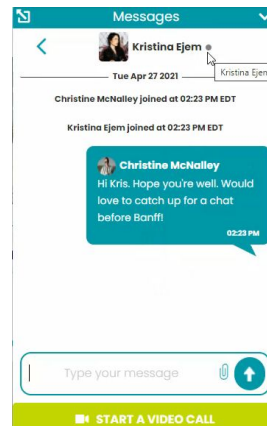
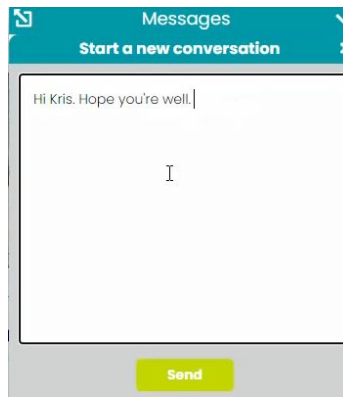
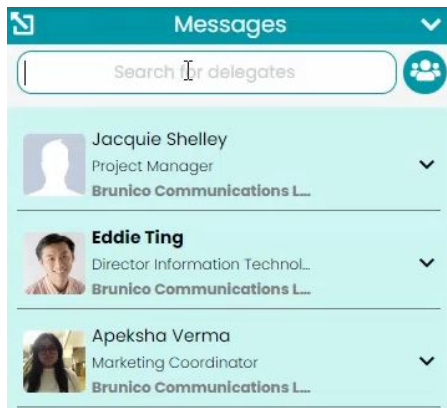
SEND A MESSAGE

To send a message, click on the **Messages hub** in the bottom-right corner, or **Messages** under BANFF in the left-side menu.

The screenshot displays the BANFFXchange website interface. At the top, the logo 'BANFFXchange' is on the left, and a search bar with 'Search People' and a user profile for 'Christine McNalley' are on the right. A dark sidebar on the left contains a menu with options: HOME, COMMUNITY, PROJECTS, SPARK SHOWCASE, BANFF, Event Dashboard, Agenda, Calendar, Messages (highlighted with a red box), Help, and delegates. The main content area features a welcome message: 'Welcome to the new BANFFXchange! Connect. Engage. Collaborate.' Below this are three icons: 'Showcase your work.', 'Discover content.', and 'Find new partners.', each with a corresponding button. To the right is a user profile for Christine McNalley, Customer Support Supervisor at Brunico Communications Ltd., with 0 following and 0 followers. Below the profile is a section for 'PROJECTS' and a 'Messages' button (highlighted with a red box) in the bottom right corner.

SEND A MESSAGE

- Search for the delegate you wish to message and send them an invitation to chat
- The circle beside the delegate's name will be grey if they are offline, and green if they are online
- After connecting with a delegate who is online, you can click **START A VIDEO CALL** to start a video call instantly



BANFF Xchange

For more information, please visit our [FAQ page](#).