

## How do I send a Direct Message to a Member of My Team?

Nehal Gowrish - 2021-09-14 - Team Management

### BRIEF DESCRIPTION

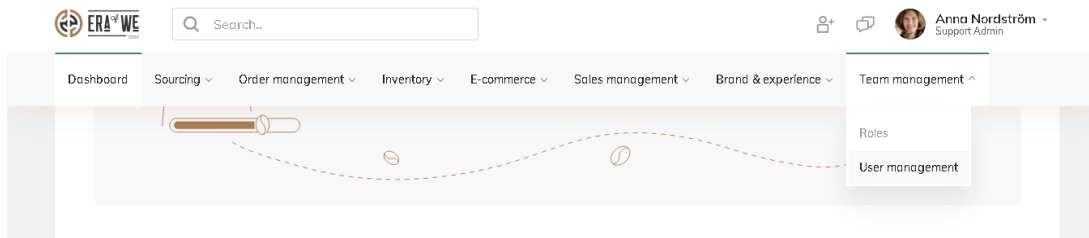
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Era of We application allows you to message other users to initiate conversation and collect knowledge. It breaks down communication barriers and promotes users' engagement.

In this documentation, you will understand how to message other users.

### STEP BY STEP GUIDE

Step 1: Log in to your account, navigate to the 'Team management' tab, and select 'User Management' option from the drop-down menu.



Step 2: Under 'User Management', you'll see a list of existing users.

## User management

Status ▾

Role ▾

| <input type="checkbox"/> | Name             | Last login          | Email                | Status     | All roles        | Actions |
|--------------------------|------------------|---------------------|----------------------|------------|------------------|---------|
| <input type="checkbox"/> | Luis stanley     | -                   | luis.s@roaster.com   | ● Pending  | Sales            | ⋮       |
| <input type="checkbox"/> | Lillian duncan   | 24/09/2019 1:00pm   | lillian@roaster.com  | ● Disabled | Accountant       | ⋮       |
| <input type="checkbox"/> | Sean hawkins     | 13/09/2019 5:00pm   | sean.H@roaster.com   | ● Active   | Brand management | ⋮       |
| <input type="checkbox"/> | Harold carpenter | 02/09/ 2019 10:07am | harold@roaster.com   | ● Active   | Marketing        | ⋮       |
| <input type="checkbox"/> | James fitzgerald | 02/01/2020 7:23 am  | james.f@roaster.co.. | ● Active   | Marketing        | ⋮       |
| <input type="checkbox"/> | Mae grant        | 19/08/ 2019 9:16pm  | moe.grant@roaster..  | ● Active   | Admin            | ⋮       |

Step 3: You can filter users using the filter options above the list- filter by status or filter by role. You can use both filters simultaneously as well if needed.

## User management

Status ▾

Role ▲

| <input type="checkbox"/> | Name             | Last login          | Email                | Status     | All roles        | Actions |
|--------------------------|------------------|---------------------|----------------------|------------|------------------|---------|
| <input type="checkbox"/> | Luis stanley     | 24/09/2019 11:45am  | Luis.s@roaster.com   | ● Active   | Sales            | ⋮       |
| <input type="checkbox"/> | Lillian duncan   | 24/09/2019 1:00pm   | Lillian@roaster.com  | ● Disabled | Accountant       | ⋮       |
| <input type="checkbox"/> | Sean hawkins     | 13/09/2019 5:00pm   | Sean.H@roaster.com   | ● Active   | Brand management | ⋮       |
| <input type="checkbox"/> | Harold carpenter | 02/09/ 2019 10:07am | harold@roaster.com   | ● Active   | Marketing        | ⋮       |
| <input type="checkbox"/> | James fitzgerald | 02/01/2020 7:23 am  | james.f@roaster.co.. | ● Active   | Marketing        | ⋮       |
| <input type="checkbox"/> | Mae grant        | 19/08/ 2019 9:16pm  | moe.grant@roaster..  | ● Active   | Admin            | ⋮       |

Step 4: Click on the 'Vertical ellipsis' option for the user account you wish to message directly.

Home > People > User management Search by name, role..

**User management**

Status Role

| <input type="checkbox"/> | Name             | Last login          | Email                | Status   | All roles        | Actions |
|--------------------------|------------------|---------------------|----------------------|----------|------------------|---------|
| <input type="checkbox"/> | Luis stanley     | -                   | luis.s@roaster.com   | Pending  | Sales            | ⋮       |
| <input type="checkbox"/> | Lillian duncan   | 24/09/2019 1:00pm   | lillian@roaster.com  | Disabled | Accountant       | ⋮       |
| <input type="checkbox"/> | Sean hawkins     | 13/09/2019 5:00pm   | sean.H@roaster.com   | Active   | Brand management | ⋮       |
| <input type="checkbox"/> | Harold carpenter | 02/09/ 2019 10:07am | harold@roaster.com   | Active   | Marketing        | ⋮       |
| <input type="checkbox"/> | James fitzgerald | 02/01/2020 7:23 am  | james.f@roaster.co.. | Active   | Marketing        | ⋮       |
| <input type="checkbox"/> | Moe grant        | 19/08/ 2019 9:16pm  | moe.grant@roaster..  | Active   | Admin            | ⋮       |

Step

5: Here you'll see a dropdown menu. Select 'Send a message' to send a direct message to that user.

Home > People > User management Search by name, role..

**User management**

All Sales & marketing

| <input type="checkbox"/> | Name           | Last login         | Email              | Status   | All roles | Actions   |
|--------------------------|----------------|--------------------|--------------------|----------|-----------|---|
| <input type="checkbox"/> | Luis stanley   | 24/09/2019 11:45am | luis.s@roaster.com | Active   |           | <ul style="list-style-type: none"> <li>Edit</li> <li><b>Send a message</b></li> <li>Send recovery email</li> <li>Rename</li> <li>Disable account</li> <li>Simulated login</li> <li>Make admin</li> <li>Customize permissions</li> <li>Delete</li> </ul> |
| <input type="checkbox"/> | Lillian duncan | 24/09/2019 1:00pm  | luis.s@roaster.com | Disabled |           | ⋮   |
| <input type="checkbox"/> | Sean hawkins   | 13/09/2019 5:00pm  | sean.H@roaster.com | Active   |           | ⋮   |

Thus, you can send a direct message to a member of your team as a roaster.

“If you still have any queries, then please feel free to connect with our support team.”