

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

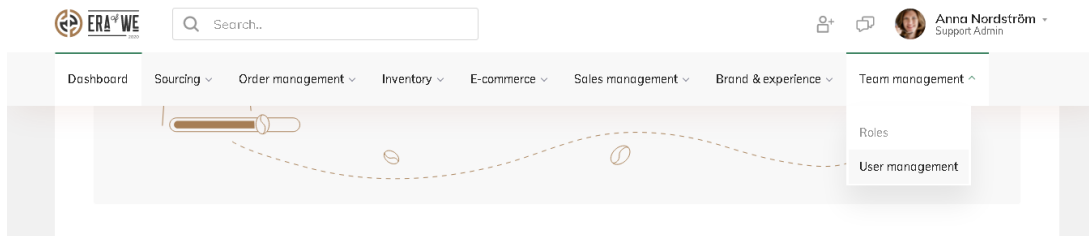
Nehal Gowrish - 2021-09-14 - Team Management

### BRIEF DESCRIPTION

The 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	mae.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	-	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	mae.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 Q 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 10:07 am	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	mae.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 Q 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."***