

See all your new messages in one place.

Add bots and apps to your Symphony experience

You'll find connection requests you've sent and received here.

Read FAQs, how-to's, and best practices or submit a ticket for support.

Inbox

Market

Network

Help

@ Mentions

Settings

Set alerts, change themes, and customize general settings.

Pin

Click the pin button in the upper right to pin the chat window into place.

Chat Details

Click to view the chat description, members, files, and notifications.

The **Create** button lets you start a chat, create a signal, compose a wall post, or blast a message.

Get someone's attention by using @ before their name. It will show up in their @Mentions. Your @Mentions will show up likewise.

The profile area includes your photo and presence.

Filter List

Search through your open chats and signals.

Chats

IMs and rooms, find all your chats here.

Chat Management

Pin a chat to the top of a folder. Mute a chat to stop alerts.

Left Nav

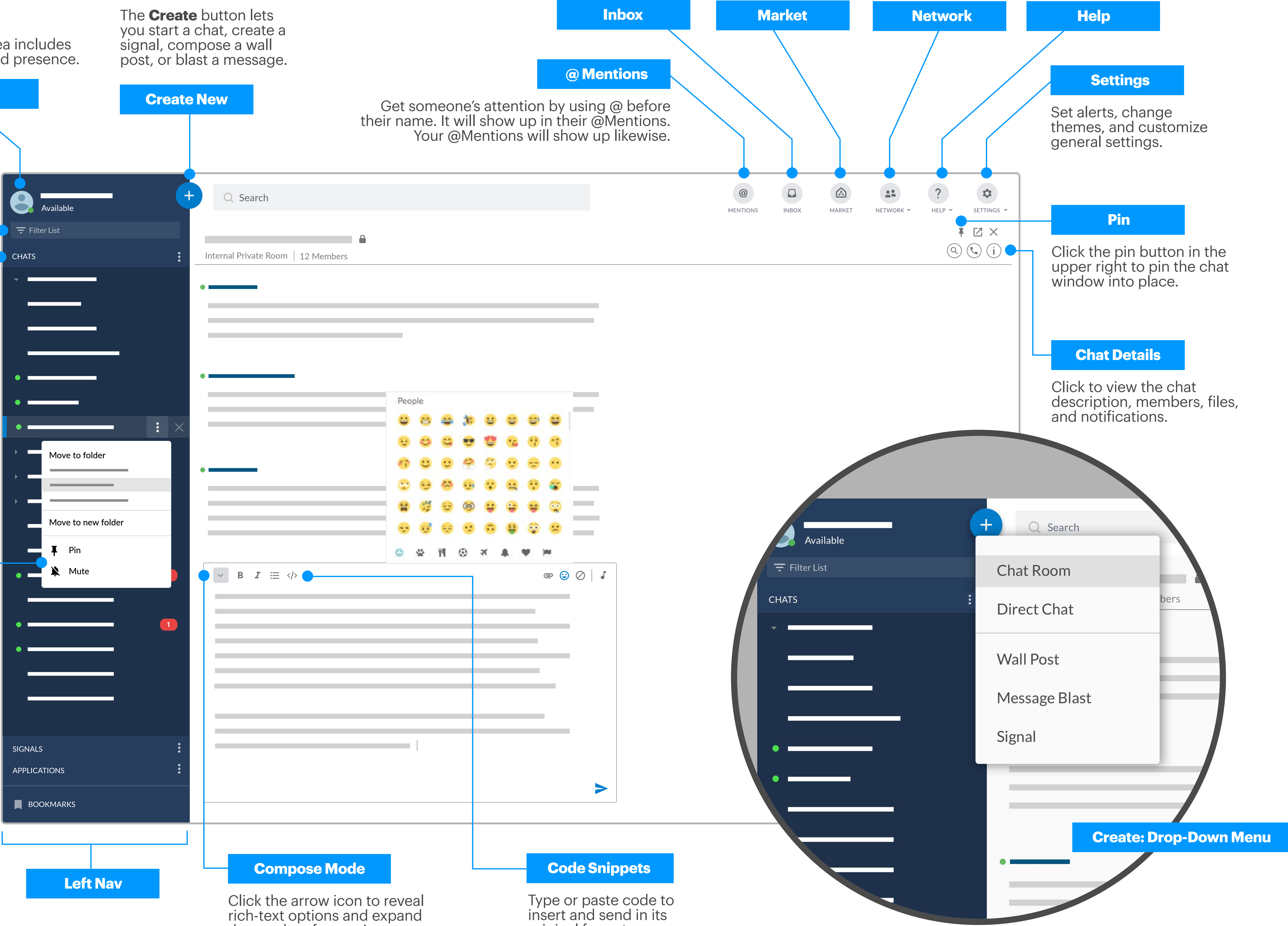
Compose Mode

Click the arrow icon to reveal rich-text options and expand the text box for maximum writing space.

Code Snippets

Type or paste code to insert and send in its original format.

Create: Drop-Down Menu



Presence
Show people your availability in real time.

Symphony Meetings
Start a meeting with audio, video, screensharing or all three.

Pop Out
Click this icon to pop out a window and move it around your screen.

Close
Click the **X** in the corner to unpin and close the window.

Meetings Views
Use the arrow to pop out your meeting or go full screen using the expand icon.

Meeting Controls
Hover over your meeting to access audio and video controls, start screen sharing, view a members list, or leave the meeting.

Attendee Row
Use the arrow to display or hide attendees. Green dots and light shading indicate active speakers. Use the mic icon to mute or unmute yourself.

Pop Out Your Inbox
Pop out your inbox on top of other windows so you can instantly see your new messages.

Inbox Filters
Filter your inbox by direct chat, room, external chat or internal chat.

File Attachment
Attach and send files using the paperclip icon.

Folder
Drag and drop contacts into folders and use the arrow to expand or collapse your view.

Signals
Create automatic feeds of important information using #hashtags \$cashtags, and @mentions.

Apps
The apps available in the Symphony Market bring live third-party content directly to you.

*Not all users have these features enabled

Available

+

Filter List

CHATS

1

2

SIGNALS

APPLICATIONS

BOOKMARKS

Search

MENTIONS

INBOX

MARKET

NETWORK

HELP

SETTINGS

General

Alerts

Themes

Feedback

Profile

GENERAL

ALERTS

THEMES

Regional Settings

Display Settings

Manual or Auto Sort

Auto Clear

Change the size and spacing of your font, messages, and posts.

Sort chats and signals manually by drag-and-drop or set an automatic sort default.

Hide chats from your chat list after a specified time with no new messages.

GENERAL

ALERTS

THEMES

Message Notifications

Sound Notifications

Default Sound

Turn off all sounds in Symphony.

Choose a sound for all notifications.

GENERAL

ALERTS

THEMES

Choose Your Theme

Mode

Choose a blue, light or dark theme for your interface appearance.

Create and join chat rooms with up to 25 external companies and 300 people.

Multi-Company Chat

Quickly scan room type and member count before posting sensitive content.

Room Info

Find important room content by keyword, name or phrase.

In-Room-Search

Click on the **i** to open and close the panel with the Chat Details.

Chat Details

Add an alias and special color to your chat, set notifications, and view or change chat settings.

Options

Customize the notifications for this chat.

Notifications

< Notifications

Notification Type

Blinking Row

Desktop Notifications

☒ Turn on desktop notification

< Members (12)

Look up members

+ Add Members

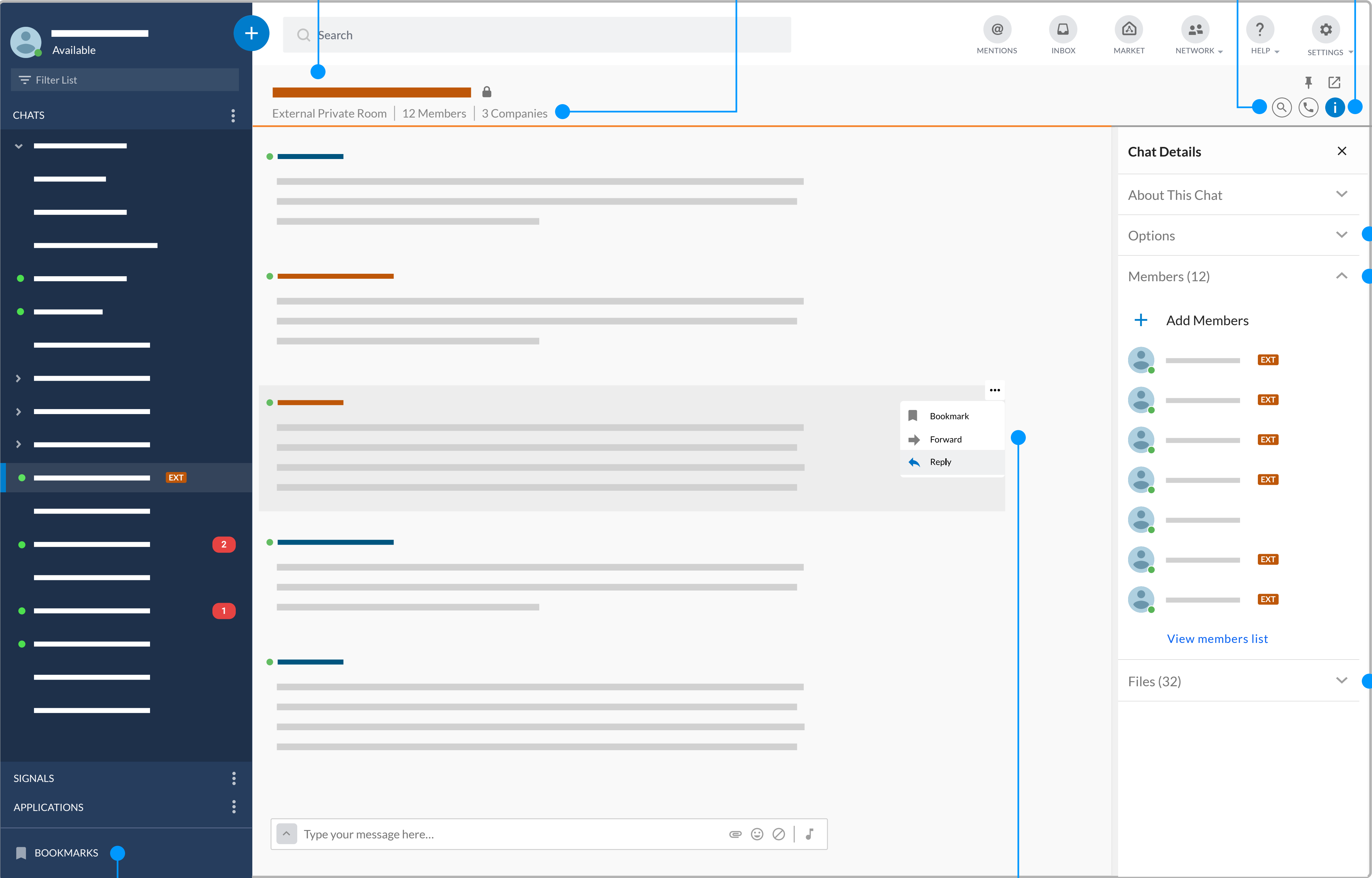
Owner (1)

Internal (2)

External (9)

Members

Search for, add, promote, or demote chat room members. Access this list through Chat Details or by clicking on the Members count below the room name.



Bookmarks

Open your list of bookmarks to easily find saved messages.

Message Actions

Reply to, forward, or bookmark a message.