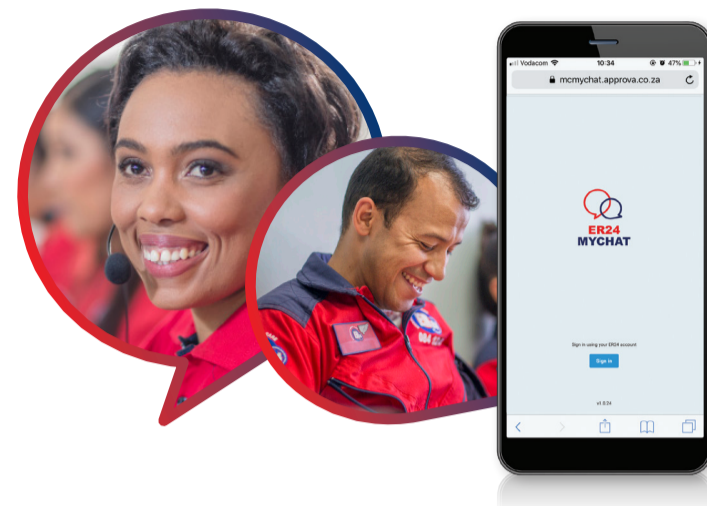# ER24 MYCHAT FEATURES

ER24 MYCHAT APP – OUR ER24 COMMUNITY NOW ON YOUR DEVICE

ER24 MYCHAT | CHAT

ER24's new employee app, ER24MyChat, offers two ways for you to engage and connect with colleagues:
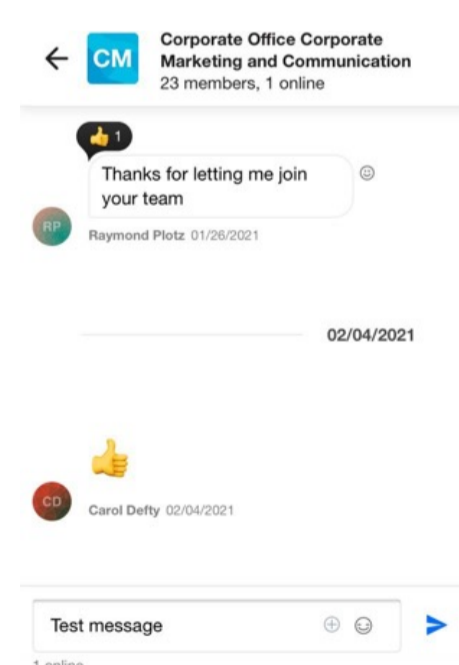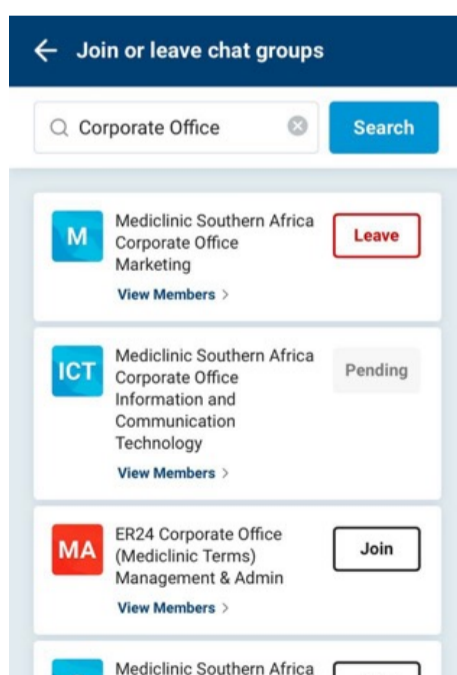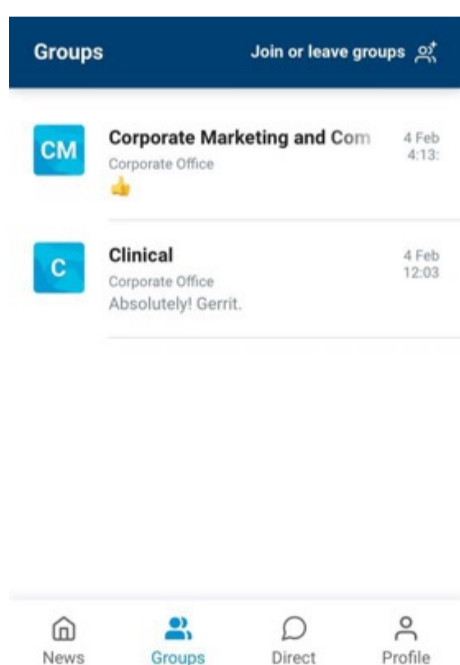
GROUP CHATS

To access the group chat functionality, click on 'Groups' on the footer menu.

Please note, you will automatically be added to your functional/ departmental group chat at your branch/ department.

If there are other groups relevant to your role that you would like to join, you can click on 'Join or leave groups' in the top right-hand corner. Search for the locality or department/ function. Once you click on 'Join', the button will change to 'Pending' and a request will be sent to the app administrators. You will receive an email confirmation if your request has been approved.
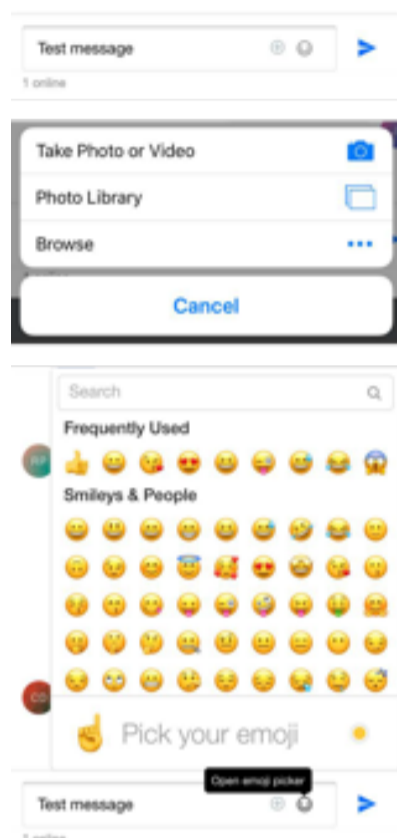
To send a message to a group, click on the name of the group.

Once the new screen is loaded, use the text box at the bottom of the screen to type your message.
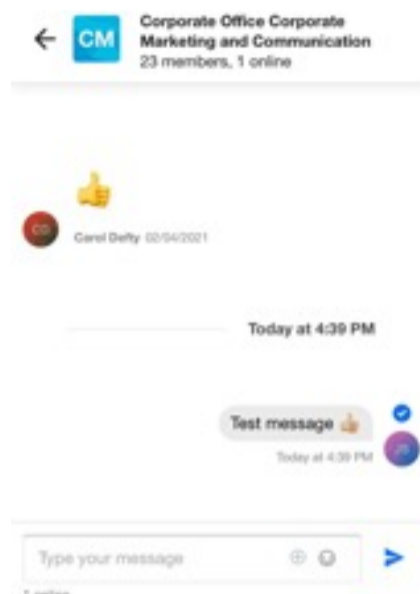
GROUP CHATS CONTINUED

You can also choose to add an attachment or an emoji to your message by using the relevant options in the message bar.
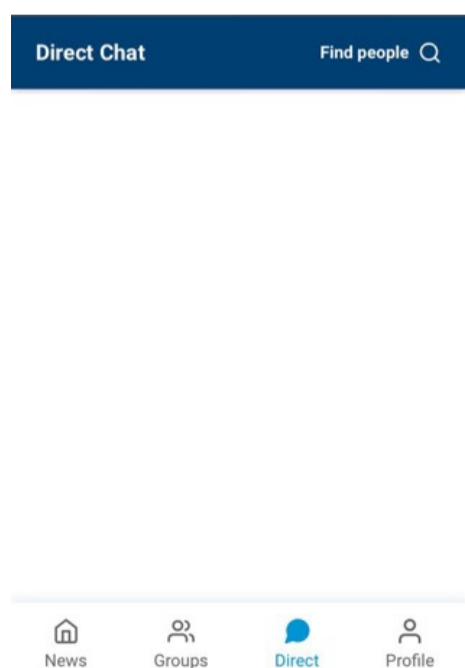
Once you are happy with your message you can click on the blue arrow to send and your message will be displayed in the group.
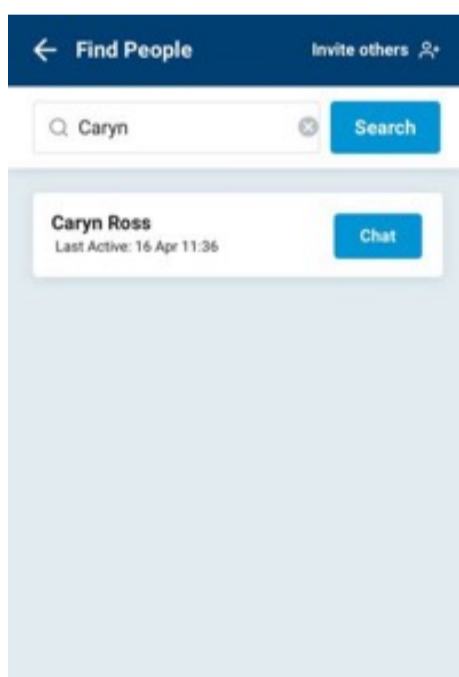
DIRECT CHATS

To access the direct chat functionality, click on 'Direct' on the main menu.

In order to search for people to chat to, click on 'Find people' in the top right hand corner of the screen.
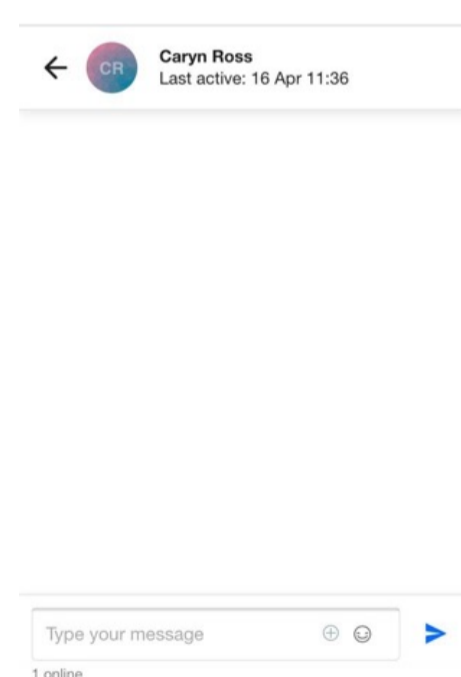
Type the name of the colleague you would like to chat to in the search bar.

All the employees who match the name your searched for will appear. Click on the 'Chat' button next to the name of the person you would like to engage with.

The chat screen will open and you will be able to send messages to them. The message function in the direct chats works the same way as in the groups.

If you move away from the screen, you will be able to navigate back to the chat by selecting 'Direct' in the footer menu.

If the employee is not listed in the search results, this means they have not logged into the app yet. You can use the 'Invite others' option to send an email invitation to a ER24 colleague.