

# Conversations and Messaging

Complete guide to creating and managing conversations, using chat features, messaging tools, threads, file attachments, and participant management.

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# Creating And Managing Conversations

Conversations in Junovy Talk are spaces where you can communicate with one or more participants through messaging, voice calls, and video calls.

## Types of Conversations

Junovy Talk supports several types of conversations:

**One-on-One Conversations:** Private conversations between two users, perfect for direct messaging.

**Group Conversations:** Conversations with multiple participants, ideal for team discussions and collaboration.

**Public Conversations:** Open conversations that can be discovered and joined by other users in your organization.

## Creating a New Conversation

To create a new conversation:

1. Click the + button or search bar at the top of the conversation list
2. Search for and select the user(s) you want to add
3. For group conversations, you can add multiple participants
4. The conversation will be created automatically once you select participants

## Conversation Settings

You can customize your conversation by clicking the three-dot menu (...) at the top of the conversation and selecting "Conversation settings":

### Basic Info:

- Name: Set a descriptive name for your conversation
  - Description: Add context about the conversation's purpose

- Picture: Upload a custom avatar for the conversation

### **Moderation:**

- Open conversation to registered users: Make the conversation discoverable in search
  - Allow participants to mention @all: Control whether users can notify everyone

### **Guest Access:**

- Allow guests to join via link: Enable external users to join without a Junovy account

## Managing Participants

To manage conversation participants:

1. Open the conversation
2. Click on the sidebar panel to view "Participants"
3. Use "Search or add participants" to invite new users
4. Click on a participant's name to access actions:
  - Promote to moderator
  - Grant all permissions
  - Remove all permissions
  - Edit permissions
  - Remove participant

## Direct Messages

To send a direct message to a user:

1. Click the search/add button at the top of the conversation list
2. Search for the user by name or email
3. Select the user to start a one-on-one conversation
4. Type your message and press Enter to send

## Leaving or Deleting Conversations

**To leave a conversation:** Open conversation settings and scroll to the "Danger zone" section, then click "Leave conversation".

**To delete a conversation** (moderators only): In the "Danger zone" section, click "Delete conversation". This will permanently remove the conversation and all its messages.



# Chat Features And Messaging Tools

Junovy Talk offers a rich set of messaging features to enhance your communication experience. This guide covers all the chat tools available.

## Sending Messages

To send a message:

1. Open a conversation
2. Click in the message input field at the bottom (or press **C** to focus it)
3. Type your message
4. Press **Enter** to send

**Tip:** Use **Shift+Enter** to add a new line without sending the message.

## Emojis and Reactions

### Adding Emojis to Messages:

1. Click the emoji icon (😊) next to the message input field
2. Browse or search for an emoji
3. Click to insert it into your message

### Reacting to Messages:

1. Hover over a message
2. Click the reaction icon that appears
3. Select an emoji to react with

## @Mentions

Mention users to get their attention:

- Type @ followed by a username to mention a specific person

- Type **@all** to notify all participants in the conversation (if enabled by moderators)
- Mentioned users will receive a notification even if they have notifications set to "@-mentions only"

# Threads

Keep conversations organized by using threads:

1. Hover over a message you want to reply to
2. Click the reply/thread icon
3. Type your reply
4. Your response will be linked to the original message

Access all threads in a conversation by clicking "Threads" in the left sidebar.

# Attaching Files

Share files directly from Junovy Cloud Storage:

1. Click the + button next to the message input
2. Choose from:
  - **Upload from device:** Upload a file from your computer
  - **Share from Files:** Select a file from your Junovy Cloud Storage
  - **New document/spreadsheet/presentation:** Create a new collaborative document
  - **New whiteboard:** Create a collaborative whiteboard
  - **New diagram:** Create a diagram

Files shared from Junovy Cloud Storage maintain their sharing permissions and can be collaboratively edited.

# Voice Messages

Record and send voice messages:

1. Click the microphone icon (🎤) at the right side of the message input
2. Hold to record your message
3. Release to send, or drag away to cancel

# Creating Polls

Gather opinions with polls:

1. Click the **+** button next to the message input
2. Select **Create new poll**
3. Enter your question and answer options
4. Choose if multiple answers are allowed
5. Click "Create poll" to share it in the conversation

Participants can vote, and results are displayed in real-time.

## Message Actions

Hover over any message to access additional actions:

- **Reply:** Start a thread from this message
  - **Reply privately:** Send a direct message to the author
  - **React:** Add an emoji reaction
  - **Mark as unread:** Mark the message as unread
  - **Copy:** Copy the message text
  - **Forward:** Share the message in another conversation
  - **Pin:** Pin important messages (moderators)
  - **Delete:** Delete your own messages (or any message if you're a moderator)

## Send Without Notification

To send a message without notifying participants:

1. Click the three-dot menu (⋮) next to the send button
2. Select "Send without notification"
3. The message will be sent silently

## Smart Picker

Use the Smart Picker to quickly insert links and references:

1. Click the **+** button
2. Select **Smart picker**
3. Search for and insert links to files, calendar events, tasks, and more