

# 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

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Revision #2

Created 24 January 2026 23:15:57 by Junovy Support

Updated 25 January 2026 07:24:29 by Junovy Support