

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.

Revision #2

Created 24 January 2026 23:15:58 by Junovy Support

Updated 25 January 2026 07:24:20 by Junovy Support