Welcome to IceWarp TeamChat!

TeamChat is a collaboration tool for teams & projects. It has the familiar interface of multi-user WebChat but extends it with file sharing, meetings, conference calls and much more. Here are a few tips to get you started with TeamChat.

Quickly switch to TeamChat

A dot over its icon means there are unread messages in one of your chat rooms. Next to every chat room it shows number of unread messages since your last visit.
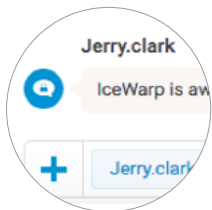
Public and private chat rooms

By now you are already a member of a public chat room that anyone can see and join, or you have been invited to a private chat room created by someone in your team.
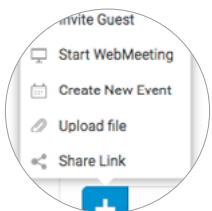
Create a chatroom

Chat rooms are organized into groups (such as by departments) preset by administrator. Click the + next to a group to create a room in it and then invite others.
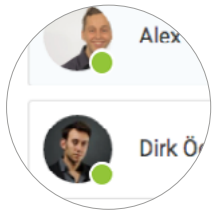
Send private messages

Click a user's photo and the message you type next will be sent only to that user. This way you can talk openly and in private without even leaving the chat room.

Invite guests, share links or files

The plus icon to the left of where you type messages allows you to invite guests, send files, share links and few other options. On the right you can insert emoticons.

Manage members and guests

Members are from your company, they can create new rooms and also remove or add more people to a chat room they have created. Guests are external users, such as consultants on your project, and you can freely add and remove them.
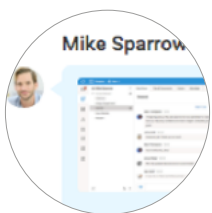
Manage files and documents

This tab contains list of files and documents that were uploaded by users of the chat room. Hover over the selected file and you can share it through the "Share" button.

Create or join events

This tab lists upcoming events created by users of the room for the other members. Select to accept or decline the meeting invitation..

Open documents from chat bubbles

To open a document, click its preview image in the chat area. You can also accept/decline a meeting, or join a conference call directly from its bubble in the chat area.

Enterprise Messaging
For Companies Of All Sizes

IceWarp North American HQ

6225 Brandon Ave,
Suite 310,
Springfield, VA 22150

Tel: (888) ICEWARP (432-9277)
Fax: (703) 563-9269
Local: (571) 481-4611

solutions@icewarp.com

www.icewarp.com

IceWarp®