

Invite Others to Join a Conversation

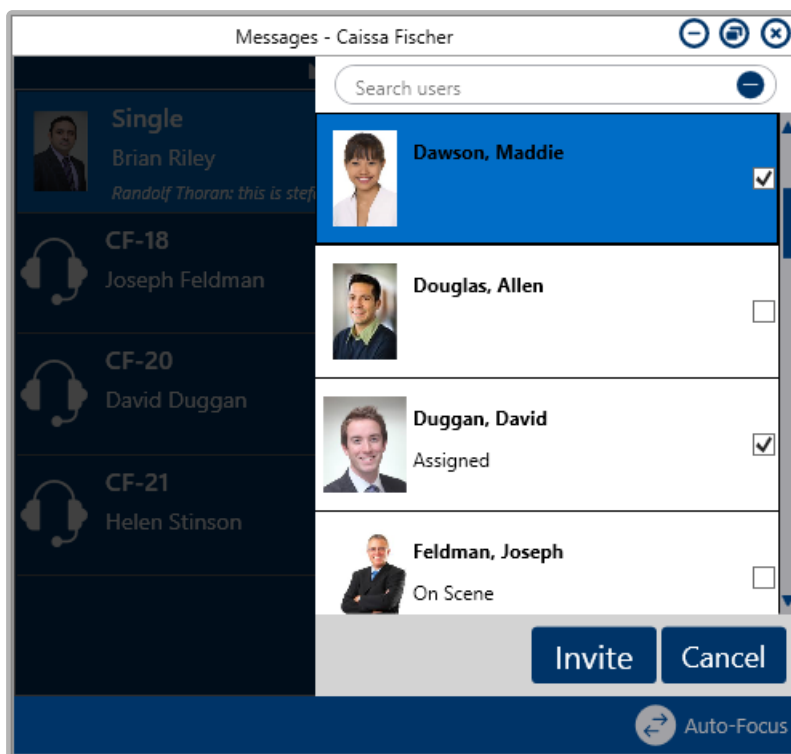
Last Modified on 10/01/2019 3:04 pm EDT

You can invite other users to join both personal and dispatch-related conversations. Notifications will appear in the **Messages** panel if a user was successfully invited to a conversation and if they reject the invitation, join, or leave.

If a user rejected the invitation in error or needs to rejoin the conversation, you can send additional invitations.

To invite other dispatchers to a conversation:

1. Click  **Messages** in the ribbon.
2. Click a conversation from the **Messages** panel.
3. Click  **Invite** .
4. Select the checkboxes next to the names of the online users you want to invite. If necessary, use the **Search users** field to locate the user then select the checkbox next to their name.



Invite users to the conversation by selecting the checkboxes next to their names then clicking Invite.



Only users who are currently logged into Dispatch can join conversations.

5. Click **Invite**.

