Send Messages

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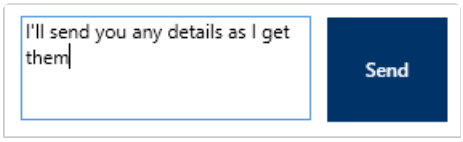
To send a message:

1. Click **Messages** in the ribbon.
2. Click a conversation from the **Messages** panel.
3. Type a message in the text field.



The text field in the Messages panel.

4. Click **Send** or press **Enter** on your keyboard.