



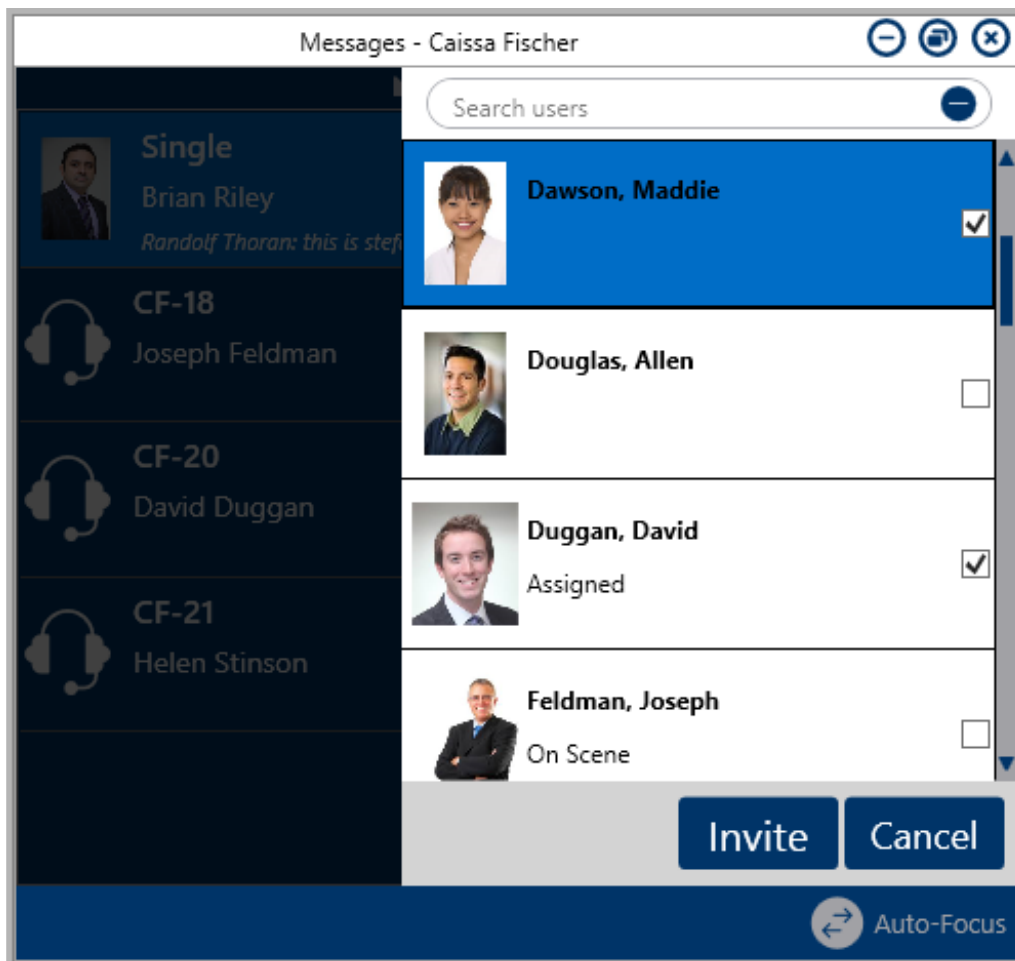
## Create a Personal Conversation

Personal conversations are manually created conversations that aren't related to a dispatch. Dispatch-related conversations are created automatically and are labelled by their associated dispatch numbers in the **Messages** panel, but personal conversations are labelled as **Single** (when there are two participants in the conversation) or **Group** (when there are more than two participants in the conversation).

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.

### To create a personal conversation:

1. Click  **Messages** in the ribbon.
2. Click  **New**.
3. 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 or can join conversations.

4. Click **Invite**.