

Message your team and mention someone

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Quick questions go in **Messages**, and anything the rest of the team should see later goes in a note on the matter. Either way, the person you're talking to hears about it.

1 Start a conversation

Go to **Messages**

Press **New message**, choose who it's for under **To** and press **Start**.

Pick more than one person to start a group, and give it a **Group name** like "Conveyancing team".

2 Write your message

Type in **Message** and press **Send**.

3 Link it to a matter

Press **Link a matter** and find the matter, so everyone can open it straight from the conversation.

4 Ask for something by a date

Press **Ask with a date**, choose **Needed by** and press **Ask**. The other person gets a **Done** button to press when they've done it, and you'll see who did.

5 Leave a note on a matter

Go to **Matters**

Open the matter, choose **Note for the team** and write your note. Type @ and the first letters of someone's name to mention them, then press **Post note**.

Choose **Ask for something** instead to ask someone outside your team, like the lender or the other side, for a document or answer by a date.