

Customer Member

Having an Online Discussion

- 1 Hold the cursor over the **head/shoulders** icon (A) to determine which members are in the Room.
- 2 Select the **speech bubble** icon (B) to initiate a conversation.



- 3 Type in your comments (C) and press enter on your keyboard.
- 4 To close the discussion select **X** (D).



Note

It is important to remember that all Room members can see any of the comments made in an **Online Discussion** (E) and they are visible for ten minutes after the discussion is closed.

Also, SW does not store the discussion. If you want to keep a record of the comments, you must copy them to a note before closing the discussion.

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Members present: Jessie Gilroy, Thomas Adamson			
Jessie Gilroy 1:08pm Good morning Mr Adamson. Do you have any further comments re the new icons? Thomas Adamson 1:12pm Good morning. I don't think there's likely to be any major impact on the new web pages. We can continue with the agreed design for now.	s Feedback Calendar Discussion Forum		 C comments field D X to close window C online discussion
Type your comment and hit Enter.	© Crown Copyright Terms & Conditions Privacy Policy Accessibility		