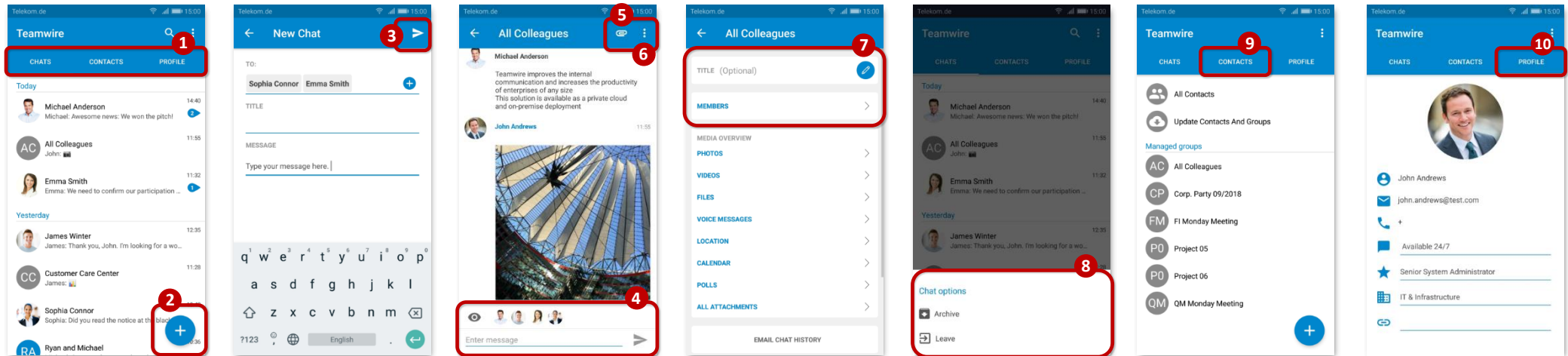


Setting up your Teamwire App

- 1 Search for **Teamwire** on the Google Play Store. If you're having trouble finding the app, please visit <https://teamwire.eu/downloads> to obtain it. Download and then open the app after the installation process has been completed successfully.
- 2 Providing you are satisfied with the **Terms of Service** and **Privacy Policy**, please accept them.
- 3 Tap **Sign Up** to continue.
- 4 Select your phone number's **country code**.
- 5 Enter your **mobile phone number** without the country code.
Important: Make sure your input is correct. You will receive a PIN via SMS.
- 6 Enter your **first name, last name and business email address**.
Important: Make sure your input is correct. You will receive an email to confirm your address.
- 7 If your organisation is running its own Teamwire Server, please enter the **backend hostname**. Ask your IT system administrator for details.
- 8 Go to your business email account and **confirm the Teamwire email**. Afterwards, please tap **Yes, I confirmed my email**.
- 9 Please **enter the PIN** you received from Teamwire via SMS. The app will now start synchronising your messages and contacts.

You are ready to use Teamwire!



Teamwire Key Features

- 1 The app consists of three main tabs: **Chats**, **Contacts** and **Profile**.
The **Chats tab** performs as your inbox and shows all of your existing conversations with your colleagues and partners.
- 2 To **start a new chat**, please tap the **+** icon.
- 3 Select the contact(s) and/or group(s) you want to talk to, type your message, and use **➤** to send it.
- 4 When opening a chat from your inbox, you will find the **read receipts of the latest message** at the end of the conversation.
- 5 By tapping the **📎** icon, you can choose an attachment to share on your conversation.
- 6 Tap the **⋮** icon to see the **Chat Settings**.
- 7 Here you can edit the Chat title, add more contacts to your conversation by opening the list of Members and see all media that has been posted.
- 8 To **Archive** or **Leave** a conversation, tap and hold the relevant chat in your inbox for one second. Then update to the action you wish to perform.
- 9 For an overview of your contacts and assigned groups, please go to the **Contacts tab**. Here you can create your own groups as well.
- 10 The **Profile tab** allows you to add additional information about yourself, e. g. a profile picture, job title, department and status message.

If you have any further questions, please tap “Manual and FAQ” on the Teamwire app’s About section or visit <https://teamwire.eu/faq>