

Valtori

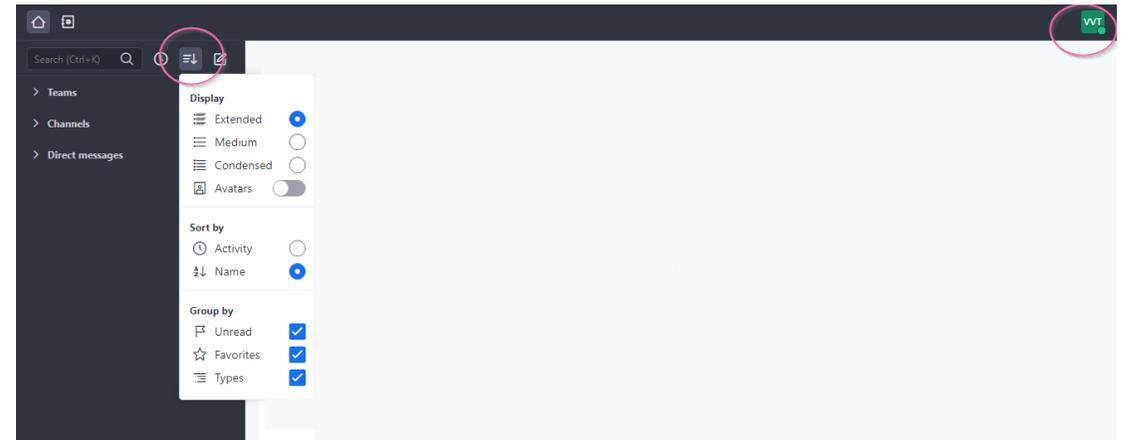
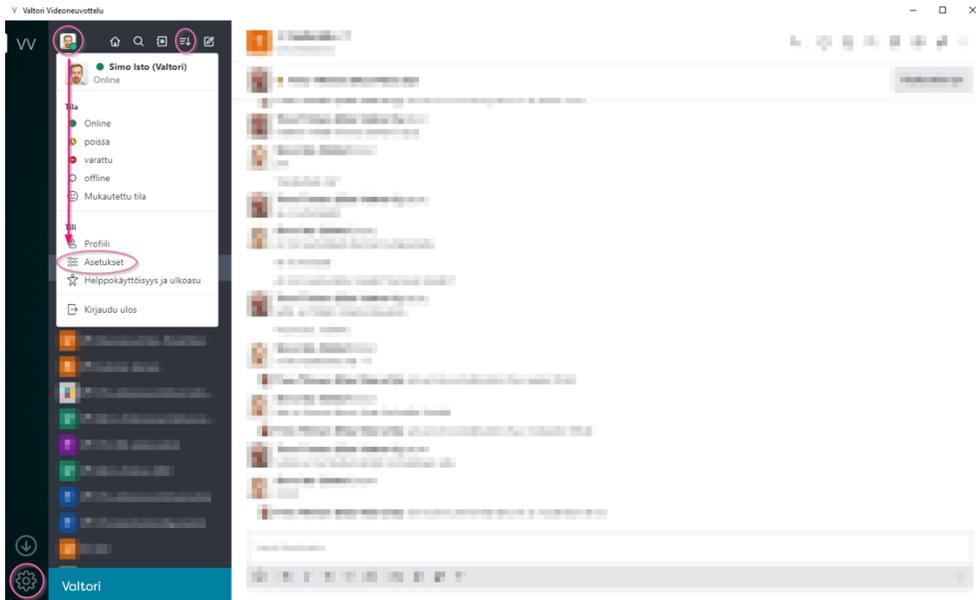
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Instant Messaging app settings

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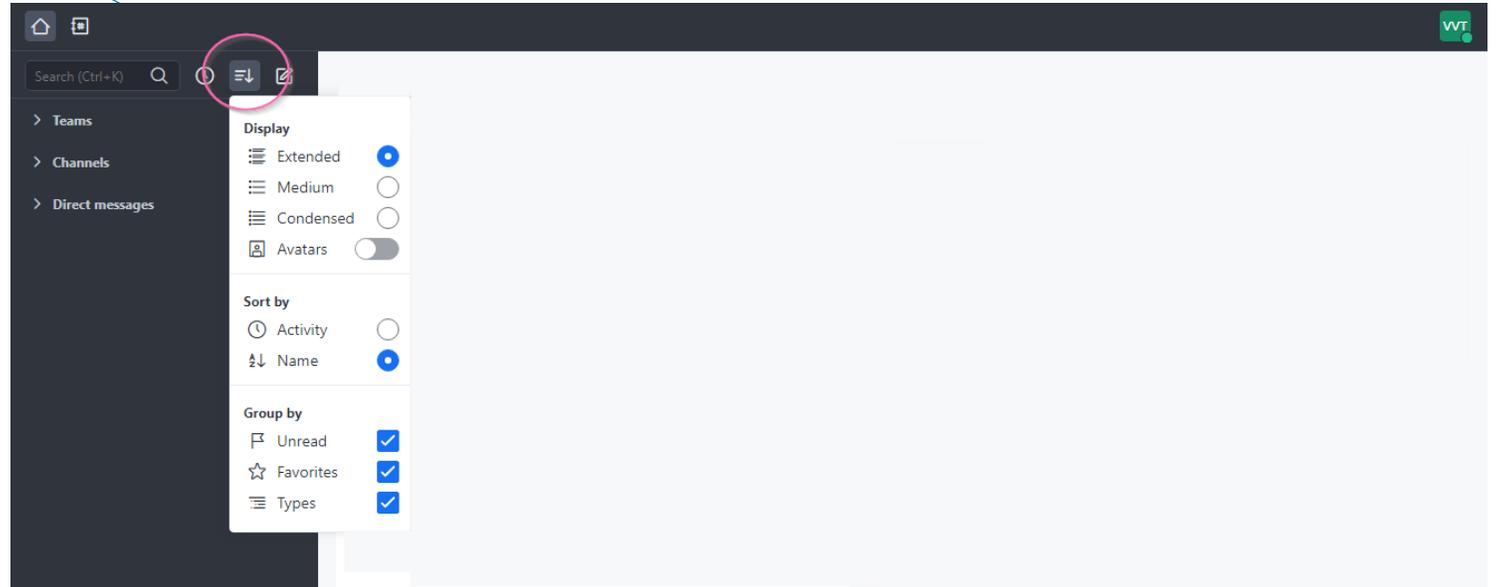
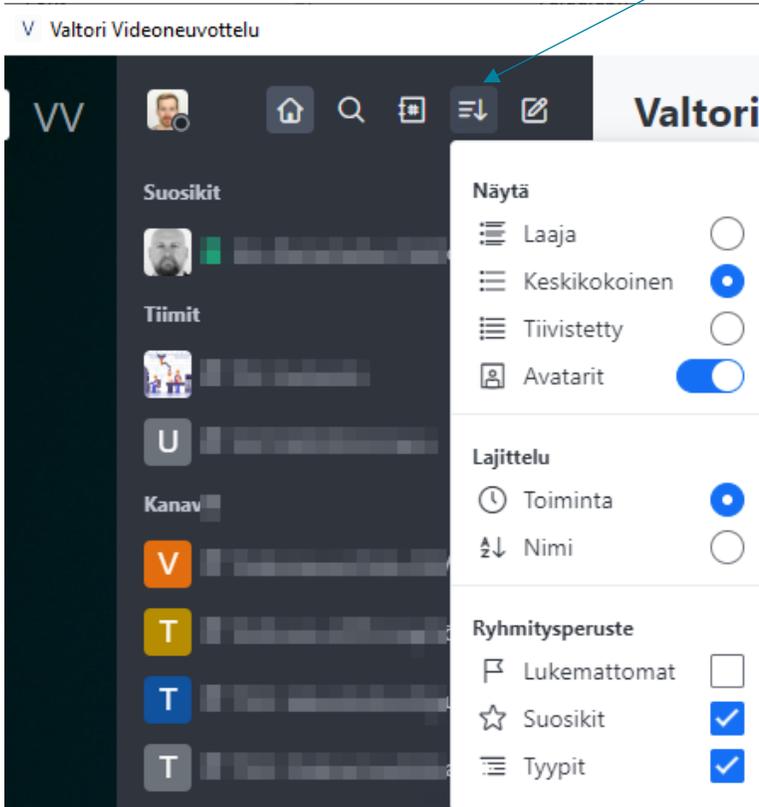
Placement of settings menus

The application has several settings that allow you to customize it according to your preferences. In the image, it is highlighted with a circle where each menu can be found in the application window.



Placement of settings menus

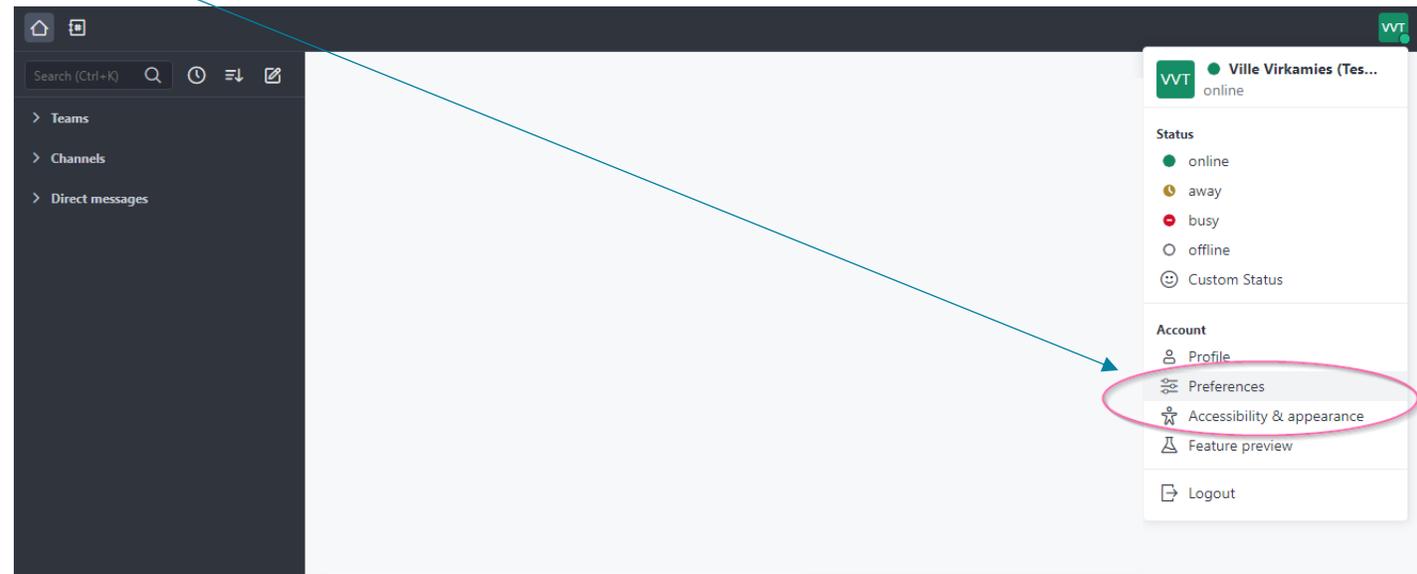
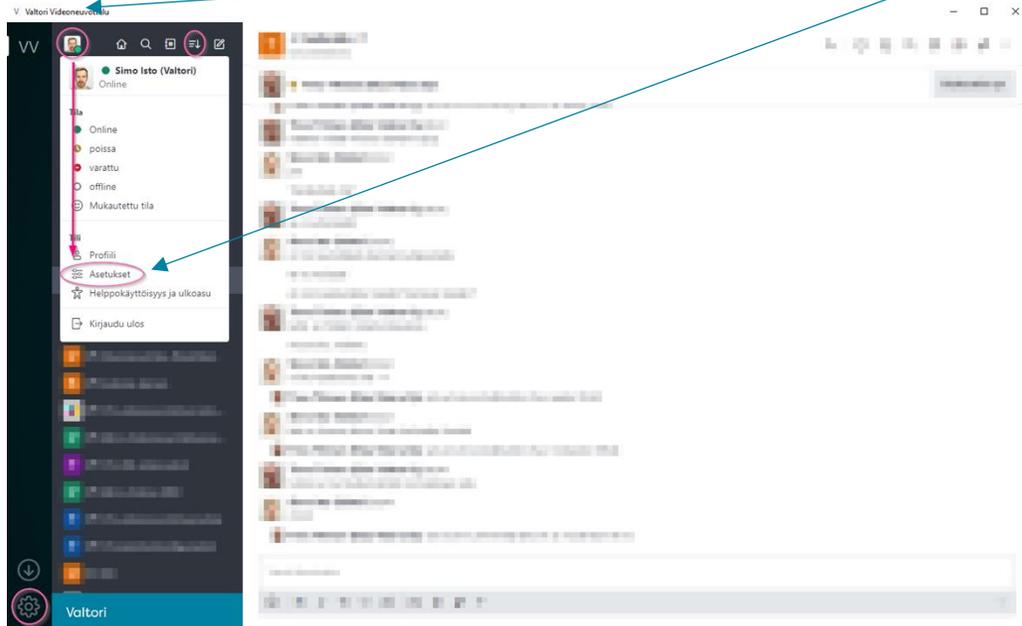
Display



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Placement of settings menus

User



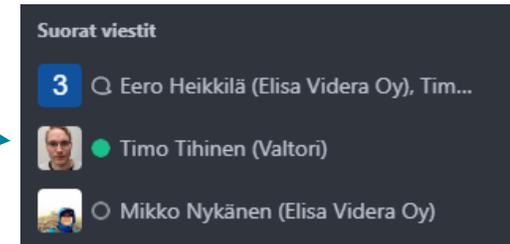
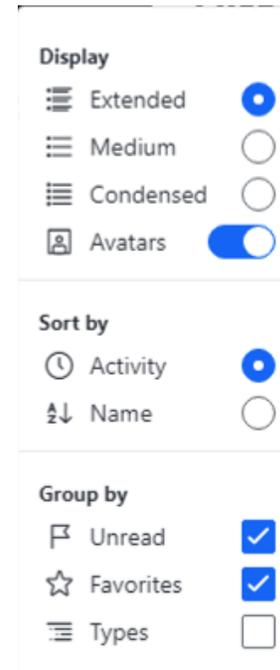
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Display / display settings

In the Display menu, the user can customize the app's appearance in several ways.

The top third controls the amount of information displayed in the left sidebar of the application.

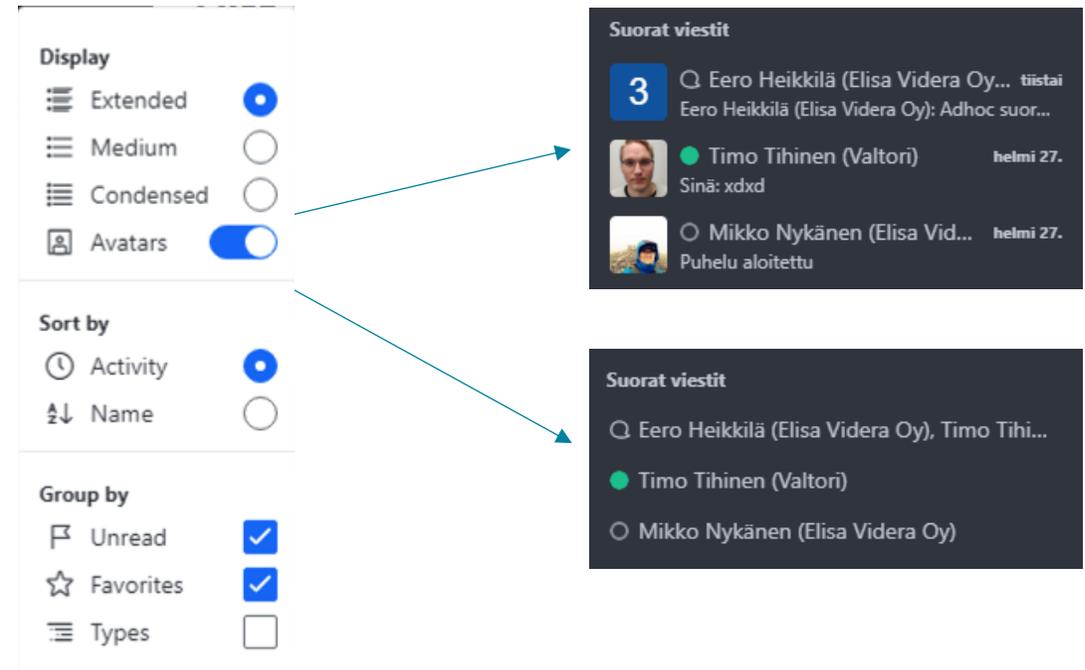
The compact view allows more information to fit in a smaller space, for example, on a laptop screen.



Display / display settings

The **Avatar** toggle shows or hides users' profile pictures.

Without avatars, more information can fit on the screen.

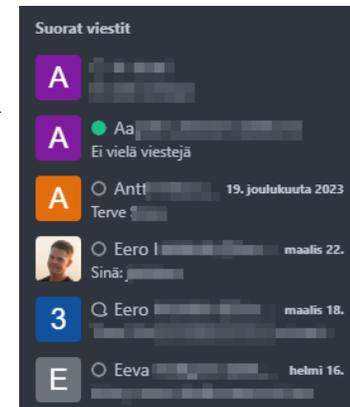
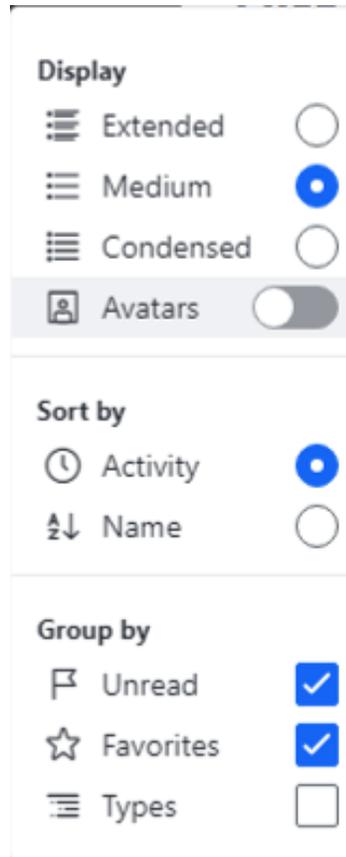


Display / display settings

The sorting setting controls the order in which activities are displayed in the left panel of the application.

With the **Activity** option, activities are sorted based on the most recent incoming message.

With the **Name** option, the order is determined by the user's first name. It is not possible to sort by last name.

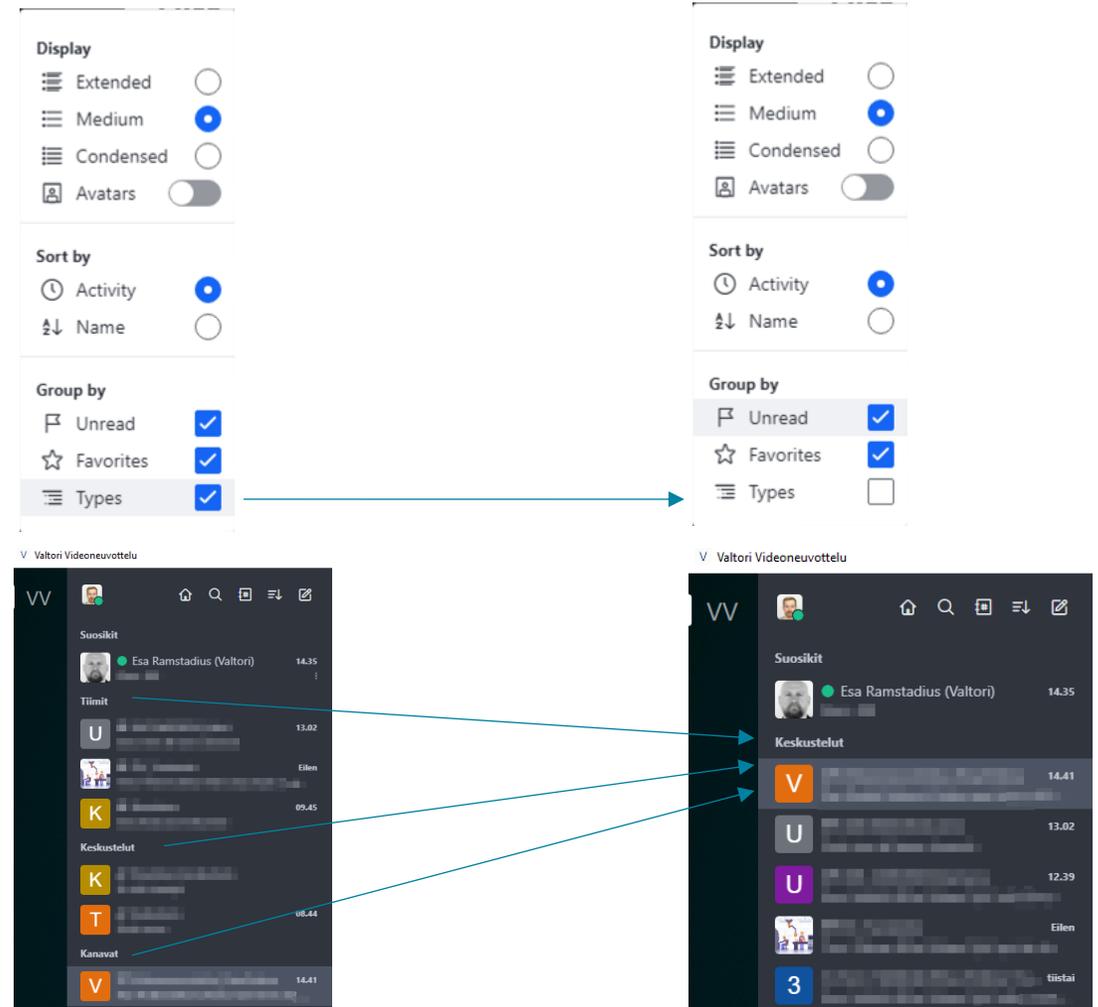


Display / display settings

Group by allows the user to choose how the grouping in the left panel is done.

For example, by unchecking **Types**, teams and conversations will not be displayed as separate subheadings.

It's worth experimenting with different combinations of options to find what works best for your usage!



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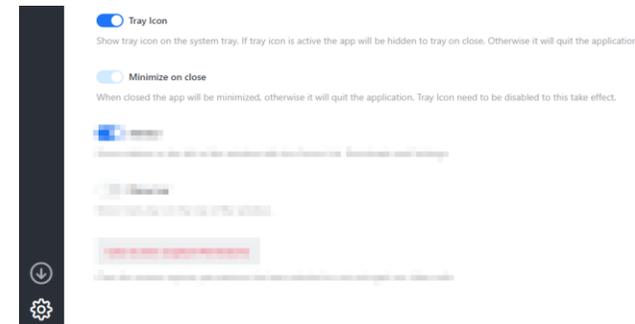
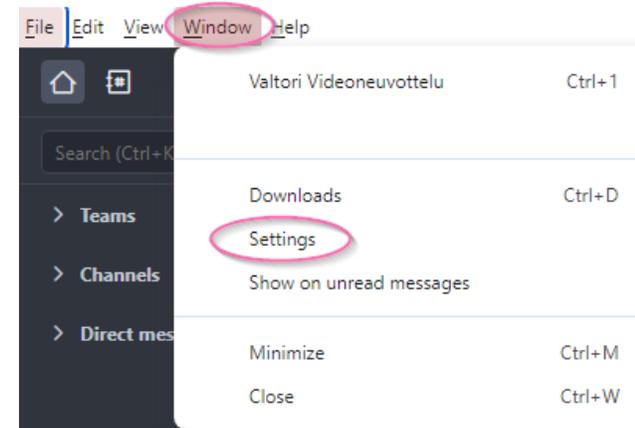
Application settings menu

You can access the application settings by selecting "Window" in the top menu and then "Settings" in the dropdown menu.

If the top menu is not visible, you can reveal it by pressing the ALT key on the keyboard.

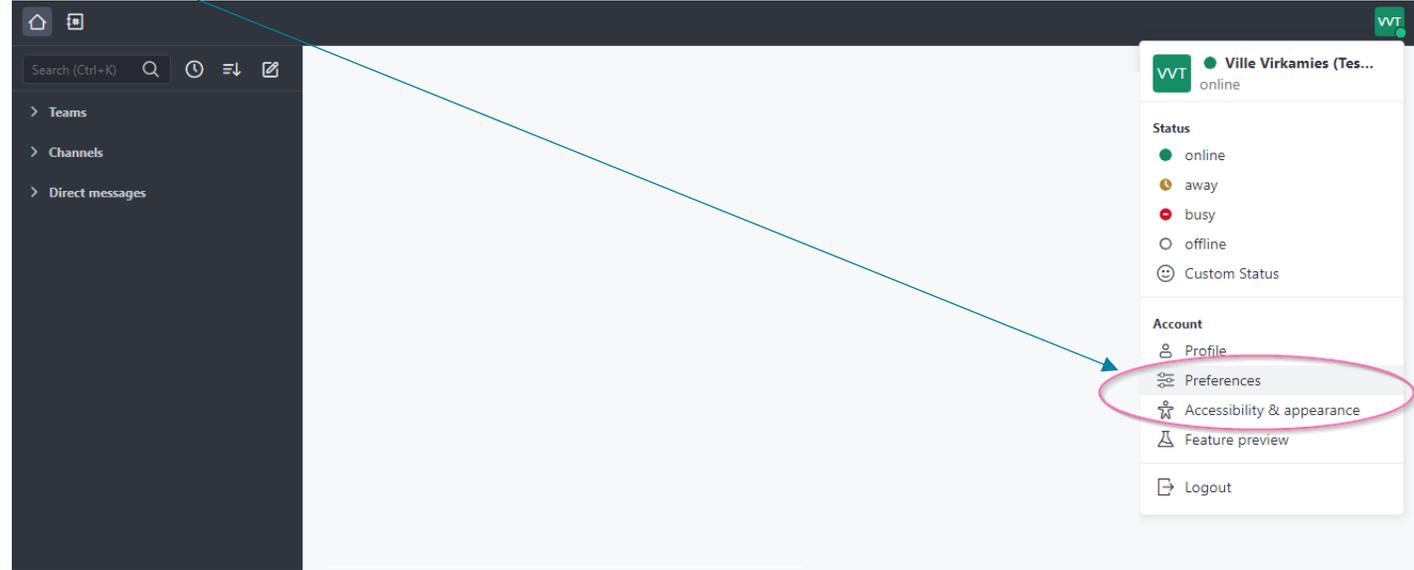
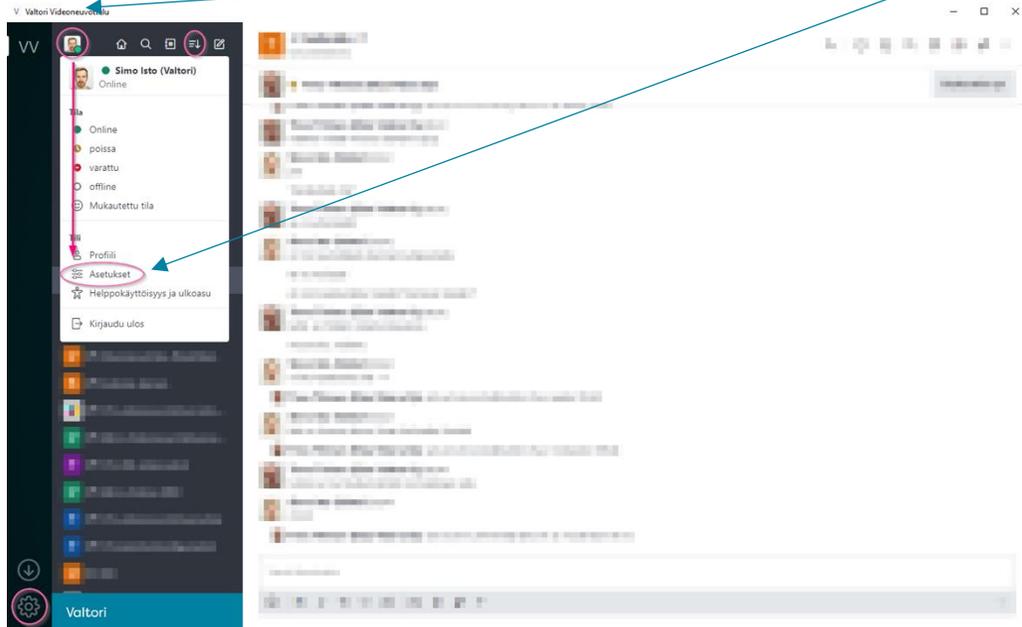
In the application settings, you can choose how you want the application to behave when it is closed with the "X" button.

Do not make any other changes in this menu without instructions from the support service.



Placement of the settings menus

User

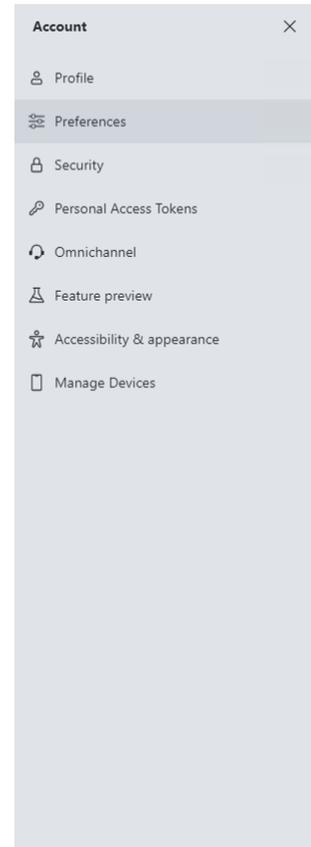


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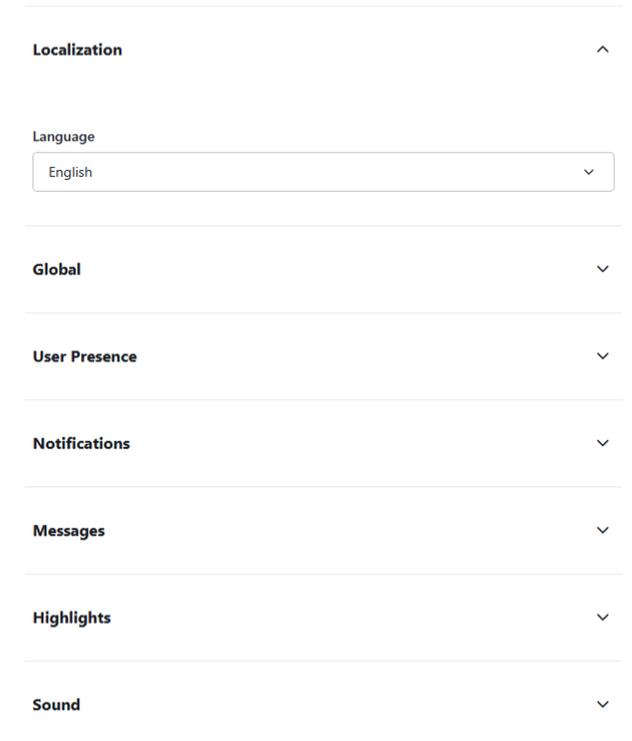
User settings

In the **Preferences** menu, there are settings that control, among other things:

- Message notifications and message sounds
- Duration of absence delay
- Language selection
- Personal introduction text



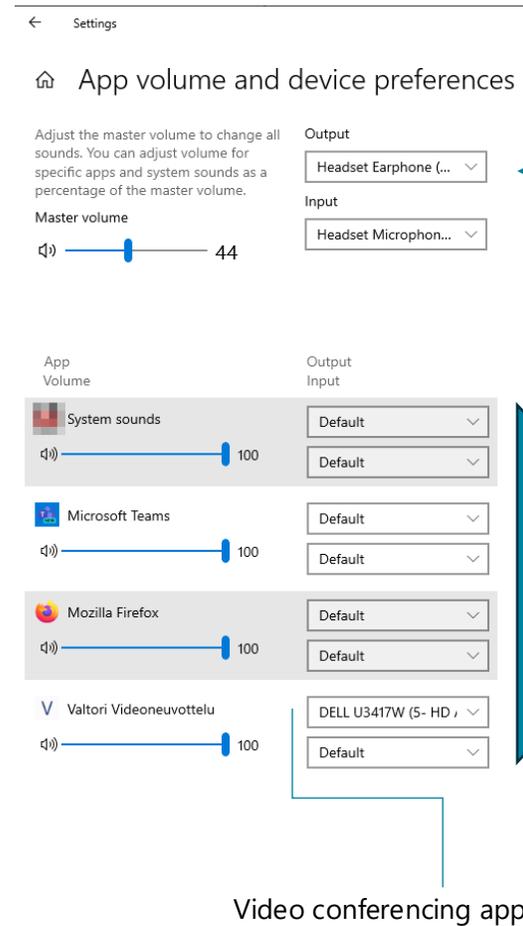
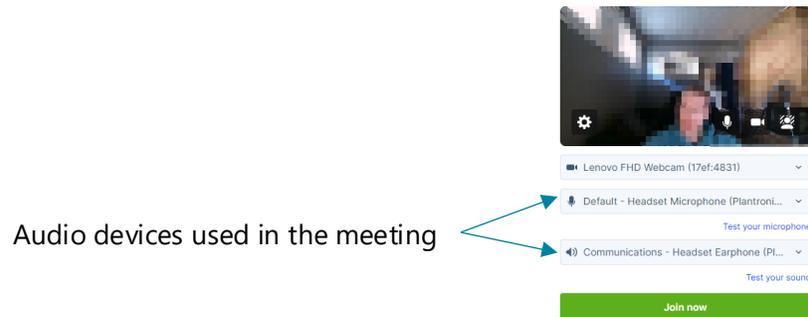
Preferences



Windows audio device settings

In the Windows operating system, it is possible to choose which audio output is used per application. If you want the message sounds for the instant messaging application (e.g., the sound for incoming calls/messages) to play from a different audio source than the sound for videoconferences, you can make this selection in the Windows sound settings as shown in the adjacent image.

When joining a meeting or video call, you can choose the desired audio device, which may be different from the one selected in the operating system's settings.



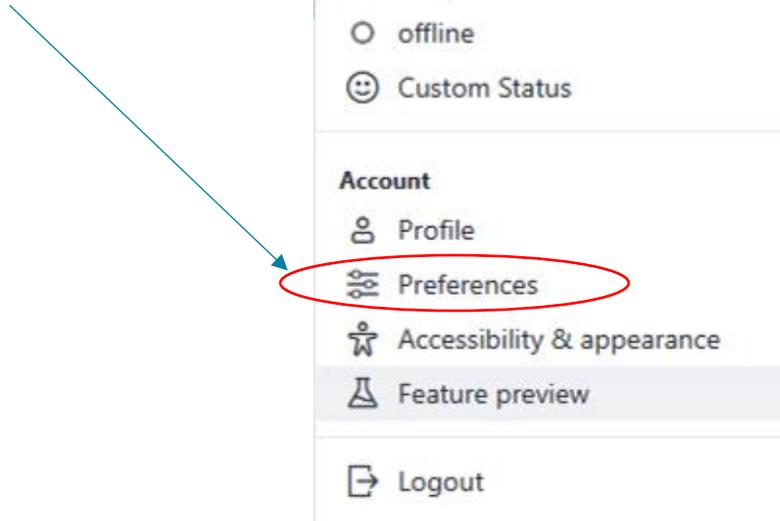
Default audio device

Application specific audio devices

Note! The appearance of the settings menu may vary depending on the operating system version. If needed, contact your organization's IT support.

Location of the settings menus

User



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**Government ICT Centre
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