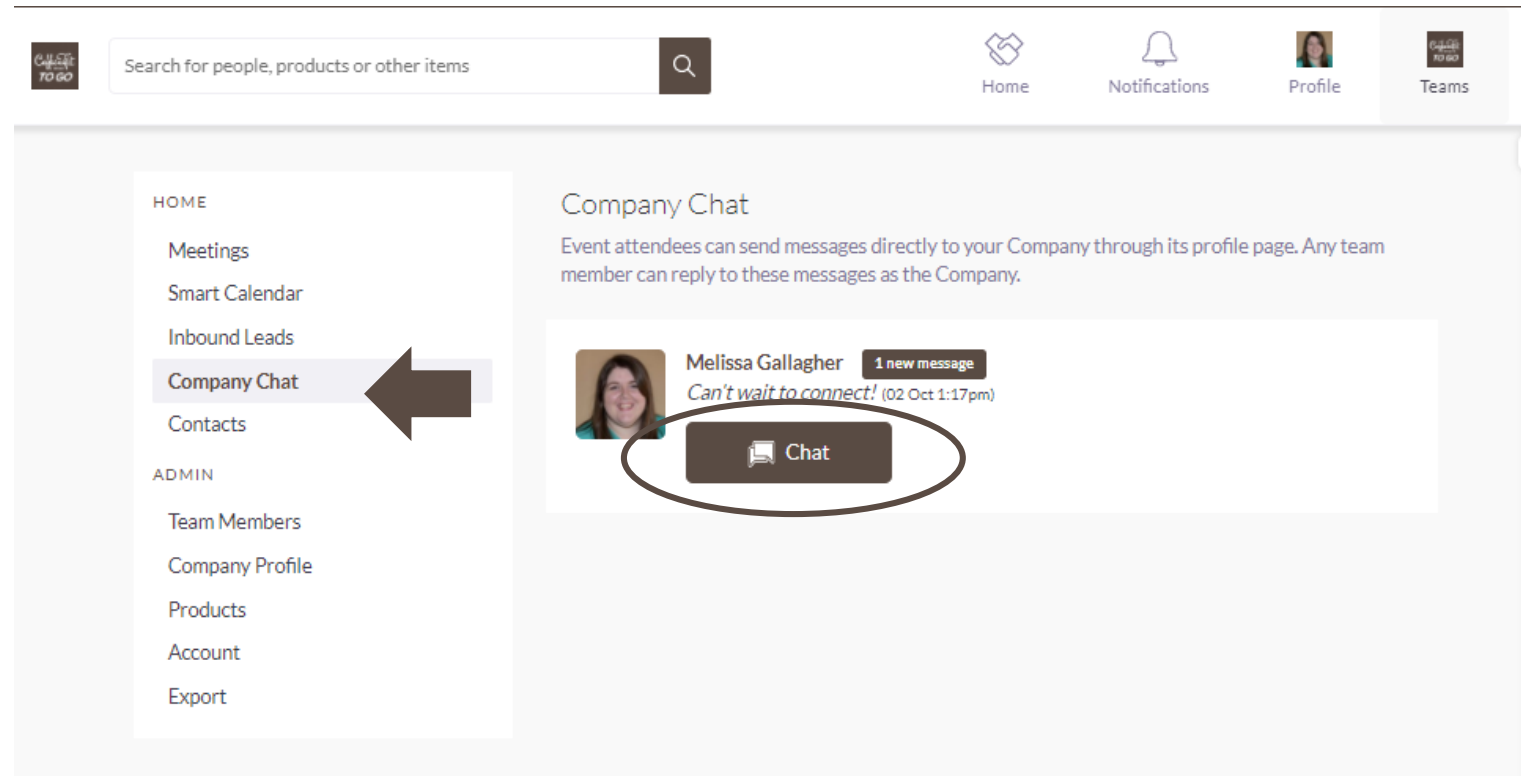


How to respond to Company Chats?

- Click "**Teams**" in the upper right-hand corner.
- Once in Teams, click "**Company Chat**" to view the messages received, and reply to individual messages.
- When you select a chat to respond to, a box will pop-up in the lower right hand window.



The screenshot displays the CareerToGo user interface. At the top right, there are navigation icons for Home, Notifications, Profile, and Teams. The Teams icon is highlighted. Below the navigation bar is a search bar and a sidebar menu. The sidebar menu is divided into 'HOME' and 'ADMIN' sections. Under 'HOME', the 'Company Chat' option is highlighted with a grey bar and a large black arrow pointing to it from the right. Under 'ADMIN', there are options for Team Members, Company Profile, Products, Account, and Export. The main content area shows the 'Company Chat' section with a message from Melissa Gallagher: "Can't wait to connect! (02 Oct 1:17pm)". A dark button with a speech bubble icon and the text "Chat" is circled in black, indicating the action to be taken to respond to the message.