

Launching Team Room

PURPOSE

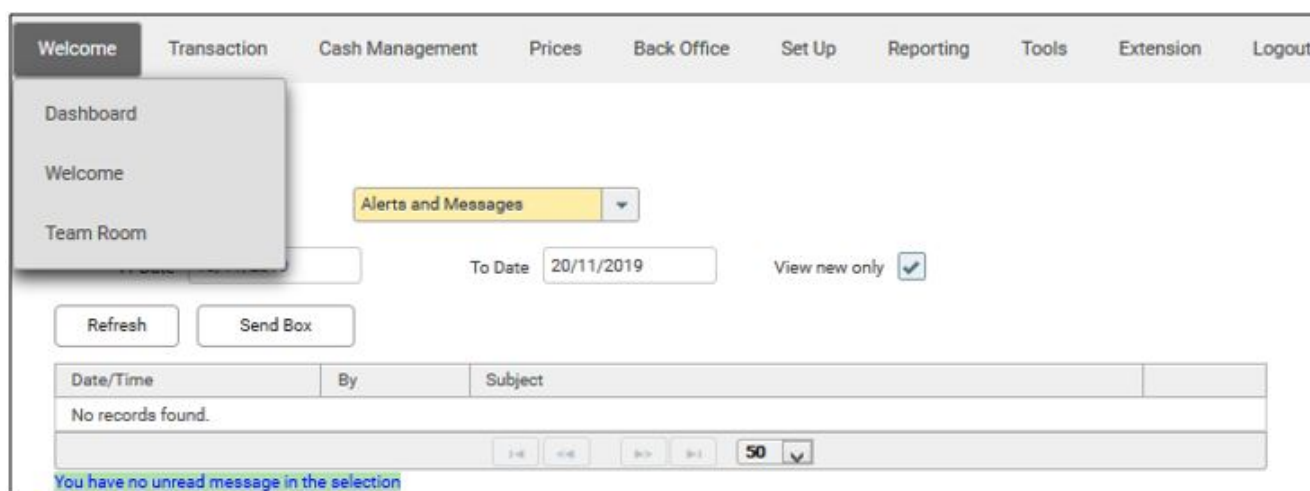
This document shows the detailed procedure in launching the team room screen in the system.

WHY IS THIS IMPORTANT?

The team room is an instant messaging service within the CS Lucas system that users can have near real-time conversation which are archived.

PROCEDURE

1. From the CS Lucas main menu, click the Welcome Tab.



2. Select Team Room.



FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Creating New Team Room](#)

[Amending Team Room](#)

[Team Room History](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
7-Sep-2017	Clarissa	Reformatted. Rewritten.
20-Nov-2019	Lyra	Updated Screenshots.