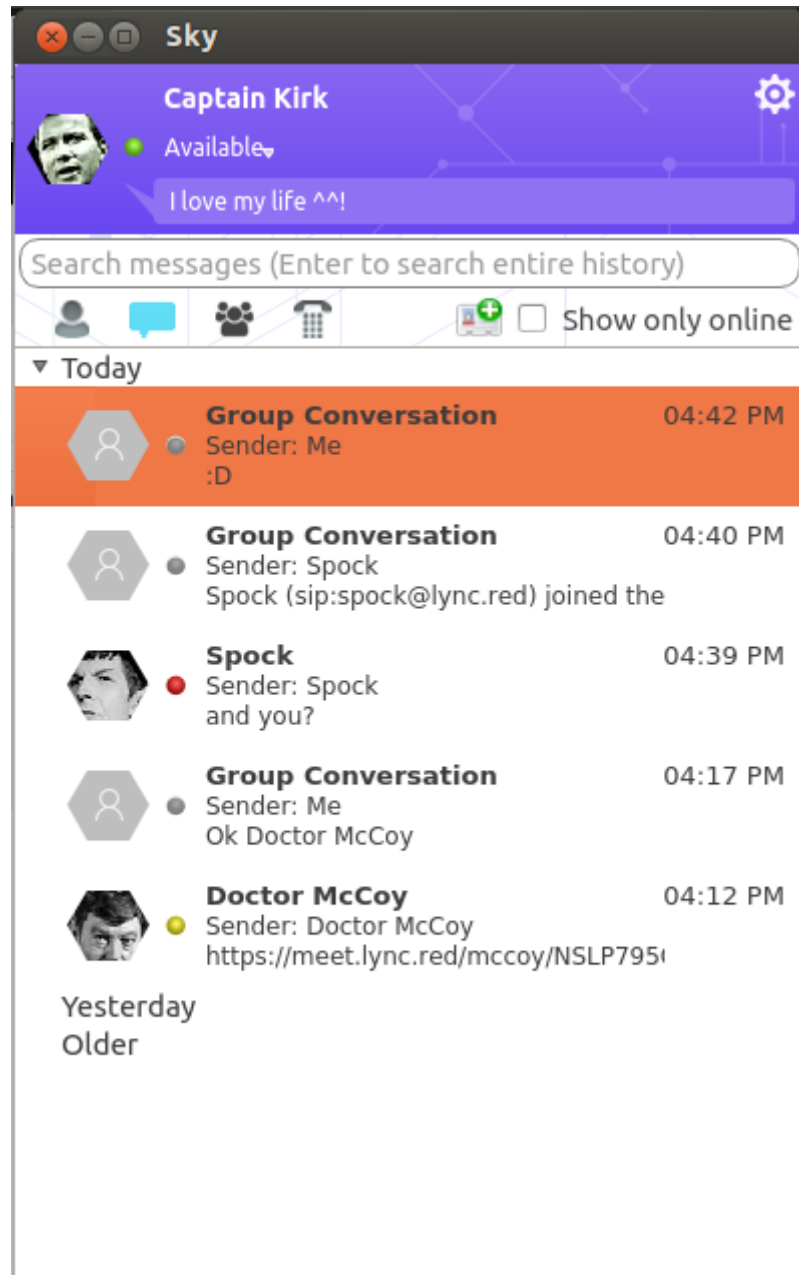


2 ways to read old messages after a meeting

First way

1. After a meeting -> Choose recent

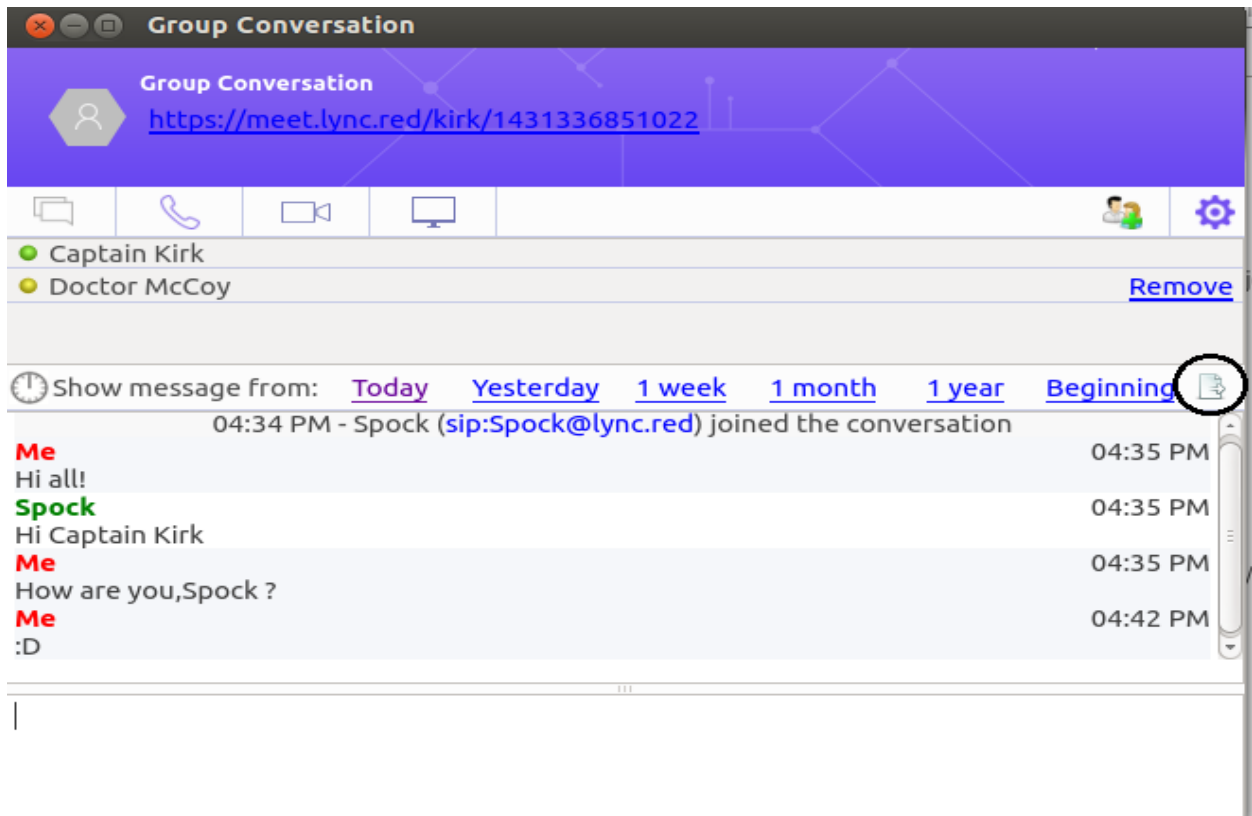


2. Click group conversation that you want to see -> Meeting window display:

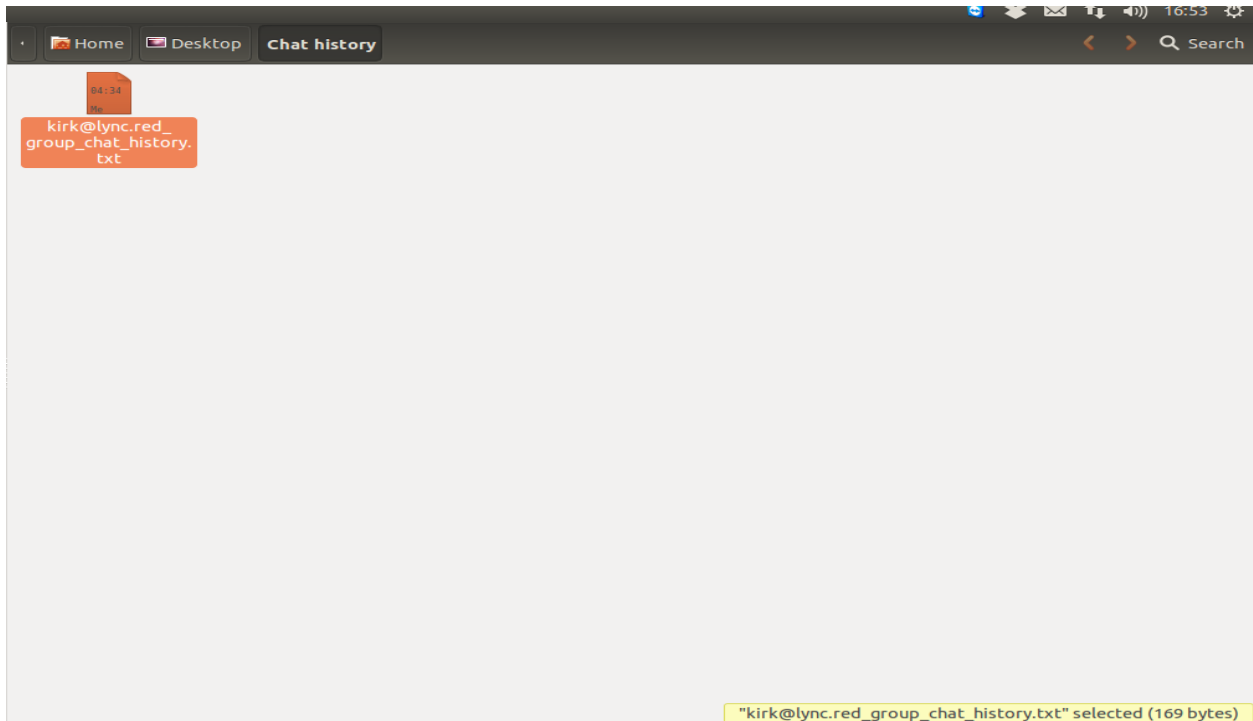
The screenshot shows a Lync Group Conversation window titled "Group Conversation". The window has a purple header bar with a person icon and the URL <https://meet.lync.red/kirk/1431336851022>. Below the header is a toolbar with icons for chat, voice call, video call, and screen sharing. The main area displays a list of participants: "Captain Kirk" and "Doctor McCoy" with a "Remove" link next to Doctor McCoy. Below the participants is a filter for "Show message from:" with options: "Today", "Yesterday", "1 week", "1 month", "1 year", and "Beginning". A clock icon is next to the filter. A red circle highlights the "Beginning" filter. The message history shows: "04:34 PM - Spock (sip:Spock@lync.red) joined the conversation", "Me" (04:35 PM) saying "Hi all!", "Spock" (04:35 PM) saying "Hi Captain Kirk", "Me" (04:35 PM) saying "How are you, Spock?", and "Me" (04:42 PM) saying ":D".

The second way

1. After a meeting, click icon  to save chat history



2. Choose folder where you want to save it. Save it with the name you want.
Chat history is saved as txt file.
3. After you saved chat history, if you want see it, open the directory containing the txt file.



4. Choose file you want to see -> Below is the chat history that was saved:

