HomeSwapper®

How to use messaging

In your inbox

Go to www.homeswapper.co.uk and login

Choose the menu option for **Messages** from the left-hand menu or at the top of the page. Now you'll be in your inbox…

There's a simple colour system to messages: **blue** means they are unread and **red** means you'll need to reply to the message before you can use all the functions of HomeSwapper

On the left, you'll be able to see who you have messages from and once you click on the message, it will appear in the right-hand section of the screen

You'll be able to see the full conversation with that user by clicking on '**load earlier messages**'

If you'd like to search for messages from another swapper, you can **search** for them directly in the Search box on the left

If someone has asked you to send them a photo, you can do this very easily by clicking on the '**Send a photo**' option and uploading a photo through the pop-up box that will appear

On adverts

If you like the look of someone's home, then get chatting!

To start a conversation with someone, simply click on the **Message tenant** button to the right of their advert

From here you'll be taken straight to your inbox

If you're not sure how to get the conversation started, simply click on the **See message suggestions** option underneath the message box and suggestions will appear

If you receive a message from another swapper and you want to see their advert, just click on the **View profile** button on their message. This will open up a 'quick view' of their home and you can see the advert in full by clicking on '**View full details**'

Deleting conversations

If the conversation with another swapper has come to a natural end, you can delete the whole conversation by clicking on the dustbin at the top of the messaging section

If you'd like to delete individual messages from a swapper, then you can do this by clicking on the dustbin icon next to the message itself

If you feel like you need to block another swapper, then you can do this by clicking on **Block user** at the top of their message window