



Using messaging

Using your inbox

To look at messages from other swappers, go to www.homeswapper.ie and login

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

On the left you'll be able to see who you have messages from

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 messages, you'll be able to see how long ago the user was online - if they're online right now, a green dot will appear next to their name

Once you click on the message, it will appear in the right-hand section of the screen

How to find a swapper

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

Remember: check the spelling of their username before searching!

How do I message a swapper?

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

To start a conversation with someone, simply click on the 'Message tenant' button either in search results or on their advert

From here you'll be taken straight to your inbox

Can I see more about their home?

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. You can see the advert in full by clicking on 'View full details'

What should I say?

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

How do I send pictures?

If someone has asked you to send them a photo, you can do this very easily

Click on the 'Send a photo' option and upload a photo through the pop-up box that appears

Deleting messages

Click on a message and scroll to the top of the conversation. You can delete the whole conversation by clicking on the dustbin icon at the top of this 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 exact message you want to delete

Blocking a user

Unfortunately, sometimes users aren't always as kind to other swappers as we would like

If you feel like you need to block another swapper, then you can do this by clicking on the 'Block user' button next to the 'View profile' button

The other user won't be told that you have blocked them, but they won't be able to message you anymore