

Use Kaizala instead of WhatsApp.


Microsoft Kaizala is a secure chat and messaging app that lets you send and receive instant messages, coordinate tasks, take actions, gather feedback, compile reports, and more. Signing up and getting started with Kaizala takes only a few moments.

Download and get started

1. On your mobile phone, download Microsoft Kaizala from the Company Portal app.
2. Tap Get started.
3. Enter your name and phone number, and then tap Next.
4. Allow Kaizala to verify your phone number and import your contacts list.
5. You are ready to set up your profile and start using Kaizala.



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Set up your profile

1. At the bottom of the screen, tap **Profile** .
2. Tap your name or the edit profile icon to add your designation, location, and email address.
3. Tap the camera icon to update your profile picture.
4. Tap the edit status icon to update your status.



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Start a chat

1. Tap **Chats**  > **New Chat** .
2. Select the contact you want to chat with from the list to send them a message.
3. If any of your contacts aren't on Kaizala yet, send them an invitation to get them started.


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Create a group

1. Tap **Chats**  > **New Group** .
2. Enter a name for your group, and then tap **Next**.
3. To add contacts or groups, scroll through the list to add them or search for them in the search box.
4. Tap **Next**.
5. Choose a group icon.
6. Tap **Done** to create your group and it will show up on your chat list.

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Set up a meeting


1. Tap **Chats**  to start or open a chat.
2. Tap **Kaizala Actions** > **Let's Meet**.
3. Enter a meeting title, choose the date and time, and then choose the duration.
4. Enter a location, or choose your current location, or search for a location and then choose it.
5. Choose **Responses visible only to me**, if you prefer.
6. Tap **Send**.

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Users respond by choosing **Yes**, **No**, or **Maybe**.

To view a snapshot of responses, in **Kaizala Actions**, choose **Let's Meet**.

View your action items

1. Tap **Profile**  > **Action Items**.
2. Choose an action type to see the type organized by received and sent actions.
3. Choose an action from the list to engage in that conversation.
4. Use the back arrow to go back to the pending actions lists.

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