Text Chat Area

Overview

The Text Chat Area is where you can communicate via text chat with presenters and fellow participants.

There are two methods of chat messaging:

- **Public Chat** – messages that can be viewed by everyone logged into the presentation.
- **Private Chat** – private messages designated for a particular person in the presentation.

To Send a Public Chat Message

1. In the **To** pull-down menu of the Text Chat Area, ensure that “Main Room” is selected. (If you do not see “Main Room” listed, you do not have permission to send public messages).

2. Type your message and press the **Enter** key on your keyboard. Your message will appear in the Text Chat Area. You will see the words, "You
say" preceding messages that you send. Messages sent by other participants are preceded by their name.

To Send a Private Chat Message

1. In the To: pull-down menu of the Text Chat Area, select the designated person’s name. Presenters are listed directly below "Main Room," followed by participants. (If you only see "Main Room" and your presenter(s) listed, you do not have permission to send private messages).

OR

In the participant list, click the designated person’s name. The To: pull-down menu next to the chat field will automatically switch to that person’s name. (You may not have the ability to click a name with all Operating Systems and browsers).

2. Type your message and press the Enter key on your keyboard. Your message will appear in the Text Chat Area. You will see the words, "You tell" preceding the designated person’s name, followed by your message, surrounded by a gray background. Other users will not be able to see your private message.

To Pause Text Chat

Pausing chat allows you to read a particular chat message without needing to scroll back to that message when new ones come in.