

## Send chat messages

Last Modified on 06/02/2024 2:55 pm IDT

 This article is designated for all users.


### About

In a virtual meeting, it can be hard to find just the right moment to voice your thought or ask a question. That's why you can write down what you have to say in the text-based chat feature. There are up to four different chat types, including a whole room chat and a moderated Q&A option. This way, everyone in the meeting gets a chance to speak if they want to. In this article, you'll learn about the various chat options and how to utilize them best.

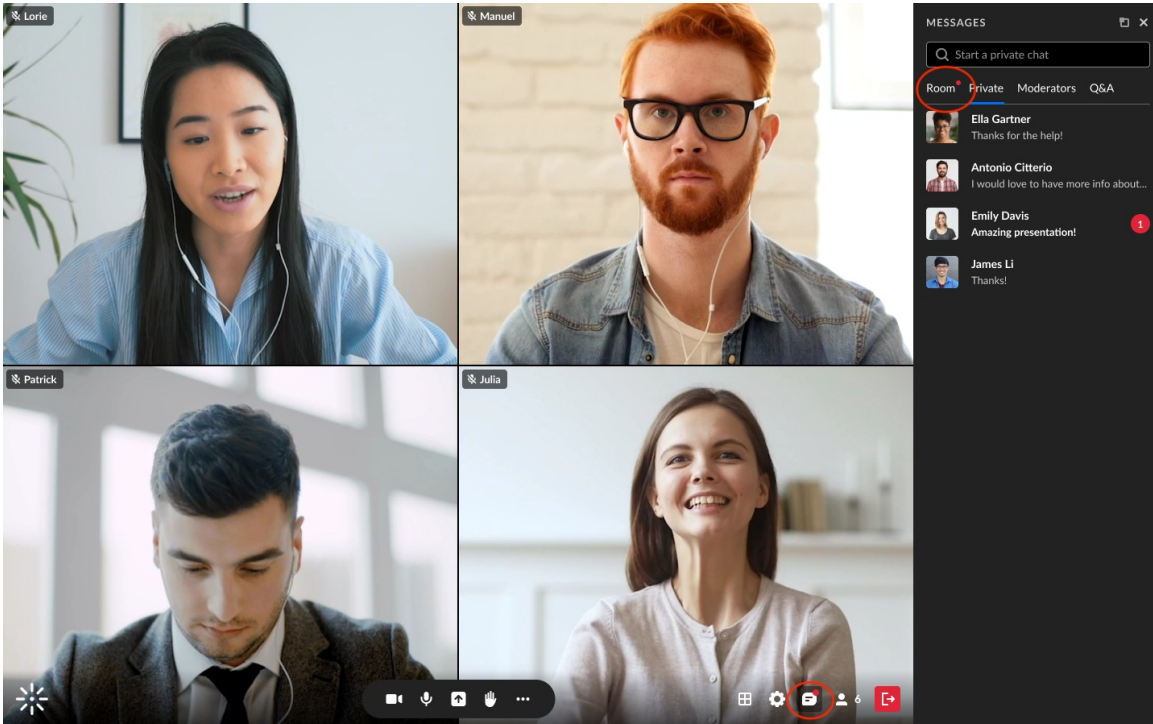
### Manage the chat bar

All the chats are shown in a chat bar that can be displayed on the right of your screen.



- To **display the chat bar** - Click the **chaticon**  on the bottom of your screen.
- To **hide chat from view** - Click the **X** in the top right of the chat bar or click the icon again.
- To **see notifications** - If your chat bar is closed, you'll see a **red dot on the icon**. If

your chat bar is open, but that particular chat is closed, you'll see the **red dot on the chat name**.

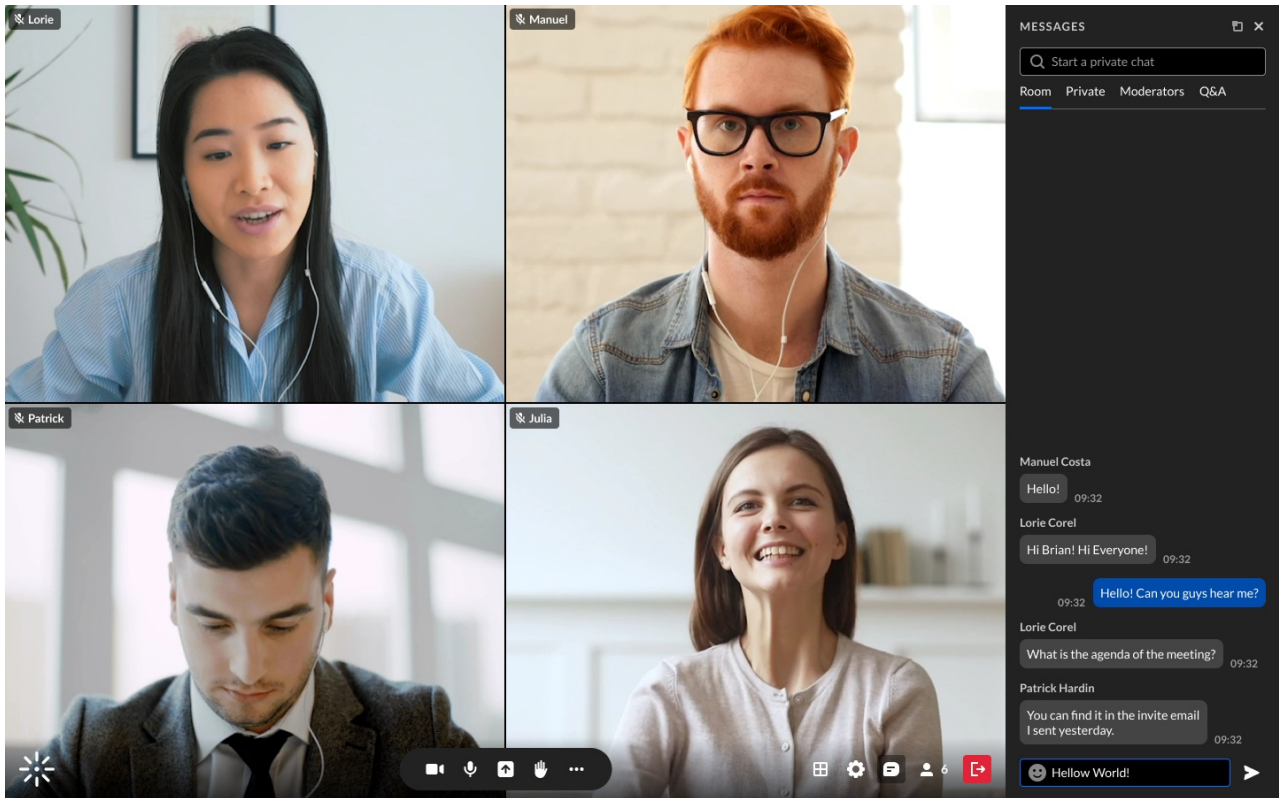


There are up to four chats available in the live room: **Room, Private, Moderators** and **Q&A**. To navigate between the chats, click on the chat name on the chat bar.

## Send messages

### Send a message to the room

1. Click the **Room** tab at the top of the panel.
2. Select the text entry field at the bottom of the chat (where the placeholder text *Type a message* is displayed).
3. Type in your message.
4. Press the *Enter* or *Return* key on your keyboard.

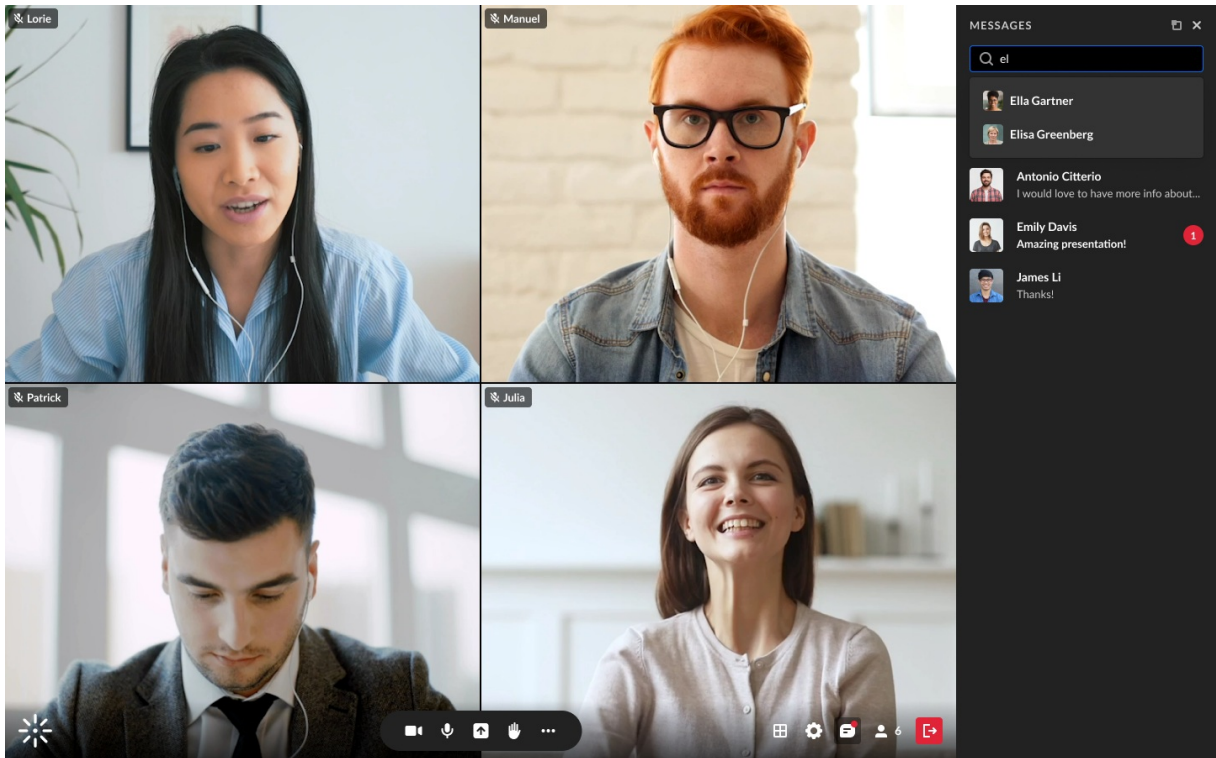


## Send a private message

1. To initiate or view a private chat with another participant, click the **Private** tab at the top of the panel.
2. Type the participant's name in the chat search bar.
3. Click on the dropdown of the name.

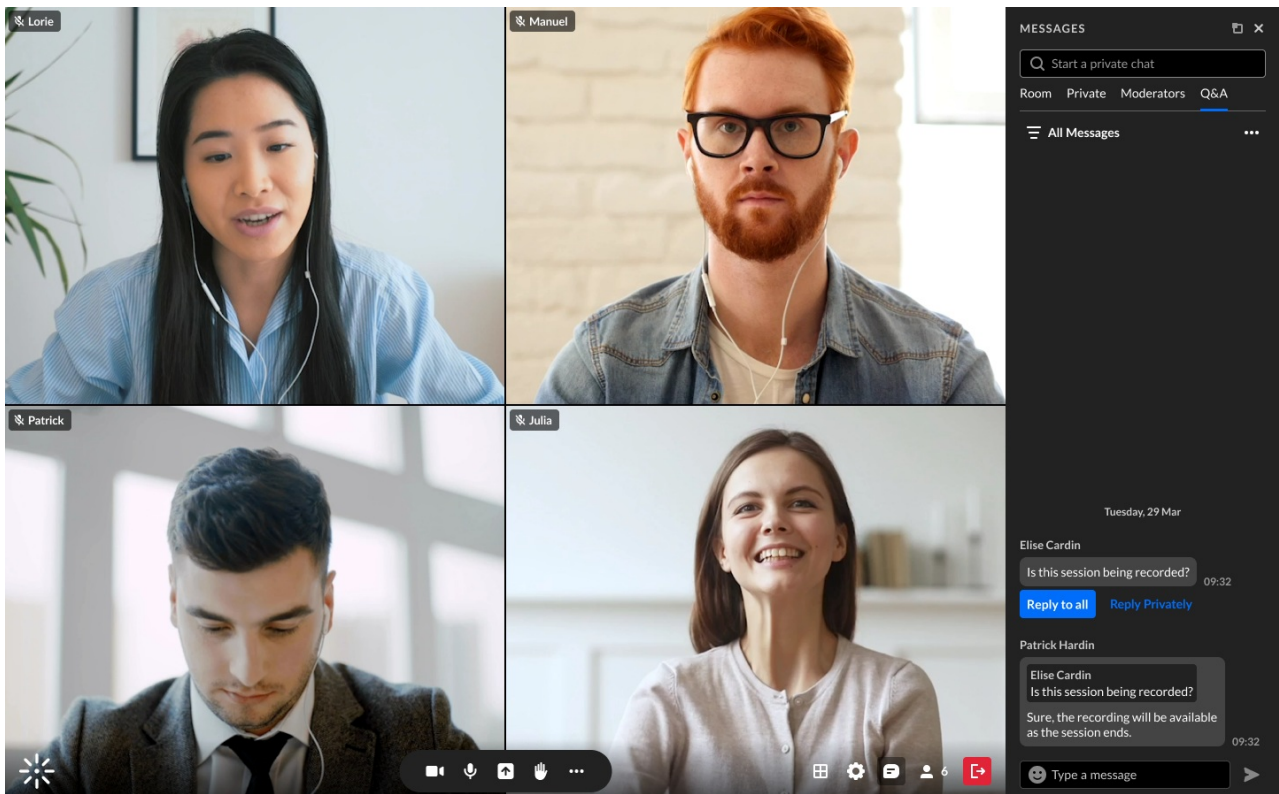
If you reply privately to a participant from another chat, new chat with that participant will appear.



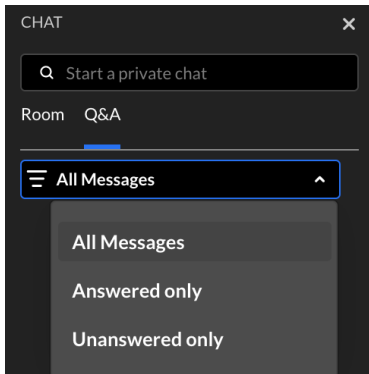


## Send questions to the host

Participants can submit questions to the host / moderator privately, without other participants seeing, in the **Q&A** section. Hosts / moderators see questions in the chat and have the option to reply within the chat, reply to the question in a private chat, or delete the question.

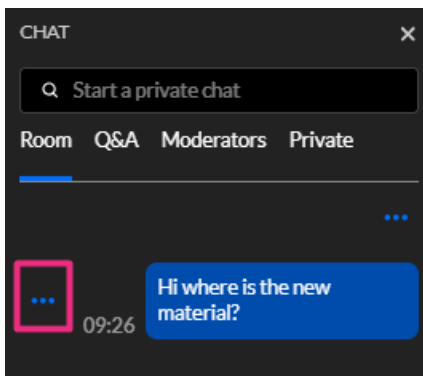


This chat also has a filter that participants can click to display **All messages**, **Answered only**, or **Unanswered only**.



## Reply and delete

When you click on the **3 dots** menu next to someone's message, you'll see the option to **Reply**. Moderators will also have the options **Reply privately** and **Delete**, where relevant.



- **Reply** - this enables you to reply publicly, in the chat.
- **Reply privately** - (moderators only) this takes the conversation to a private chat with that participant.
- **Delete** - (moderators only) this deletes the message for all in the chat.

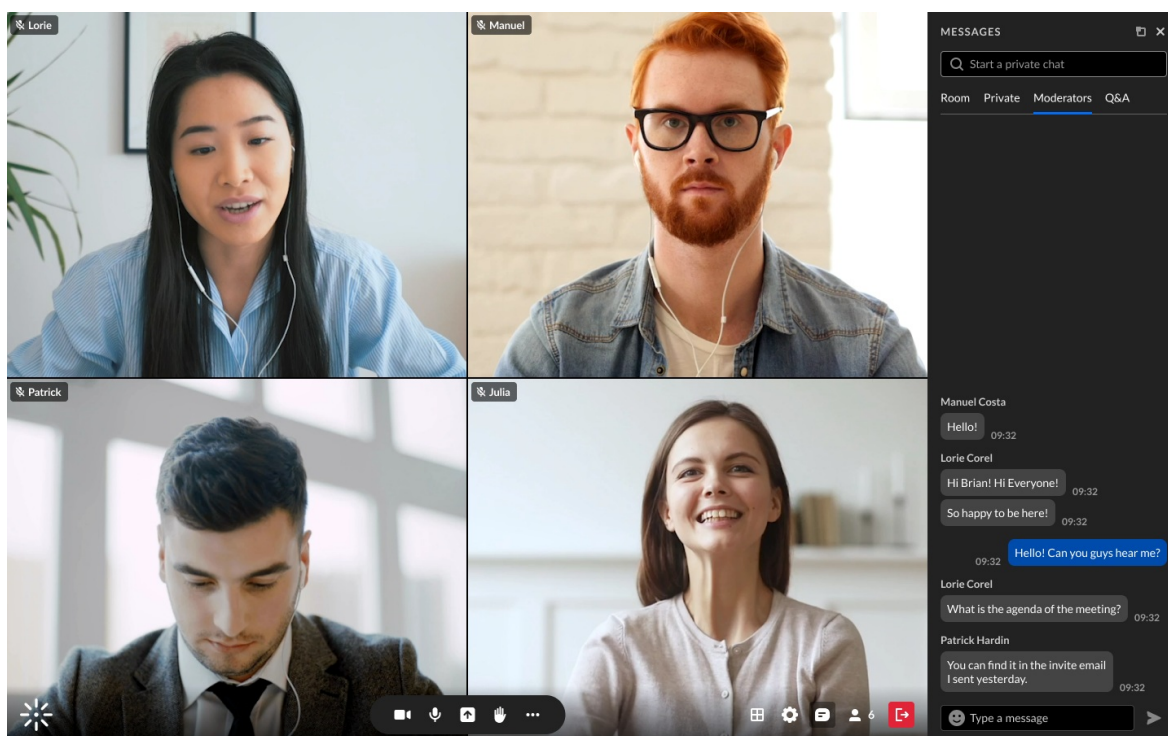
## Moderators

### Chat

Hosts / moderators can chat amongst themselves and the chat won't be visible to participants.

1. Click the **Moderators** tab at the top of the panel.
2. Select the text entry field at the bottom of the chat (where the placeholder text *Type a message* is displayed).
3. Type in your message.

4. Press the *Enter* or *Return* key on your keyboard.



## Clear chat history

Moderators can clear chat history from being displayed in the room.

1. In any chat, click the **3 dots menu**.
2. Click **Clear all messages**.

