Send chat messages

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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 doton 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

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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.

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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**.

[template("cat-subscribe")]

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