

# Manage chat settings for Town hall events

Last Modified on 03/24/2025 11:09 am IST

 This article is designated for all users.

## About

This article explains how to manage chat settings and configurations for a Town hall webcasting event. Learn how to access the Chat tab, assign chat moderators (in addition to room moderators!), and enable or disable features like Q&A and group chat for your sessions.



The Chat tab and its configurations are managed through the [ChatandCollaboration module](#).

## Access the chat settings

Access the [edit media page](#) for the desired meeting entry.

### Optimizing Content Distribution



#### Basic Info

Creator: Louise Smith  
Owner: [Louise Smith](#)  
Media Entry ID: 1\_8u423gv9  
Media Type: Meeting  
Publish Status: Published  
Creation date:  
January 30, 2025 6:24 PM Asia/Jerusalem  
Update date:  
January 30, 2025 6:25 PM Asia/Jerusalem  
Event date: Thursday, January 30, 2025  
Event time: 5:30 PM to 6:30 PM IST

Details Languages Publish Options Collaboration Thumbnails Presenters Attachments Chat

Name: (Required)

Description: **Black** **Bold** *Italic* Underline      

Join us for an insightful discussion on the latest trends and strategies in digital publishing. We'll explore best practices for content distribution, audience engagement, and monetization in an increasingly digital landscape. Whether you're a content creator, publisher, or media strategist, this session will provide actionable insights to help you stay ahead in the evolving digital ecosystem.

Click the **Chat** tab.

Details Languages Publish Options Collaboration Thumbnails Presenters Attachments **Chat**

Name: (Required)

Description: **Black** ▼ **Bold** *Italic* Underline [List Icons] [Link Icon] [Image Icon]

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The Chat settings display.

Details Languages Publish Options Collaboration Thumbnails Presenters Attachments **Chat**

**Chat moderators**  
Select users that are allowed to moderate the chat, reply to QnA, launch polls and interactions, and have access to the backchannel.

▼

**Enable Q&A**  
Enable 1:1 chat with a moderator for users accessing this entry page.

▼

**Group Chat**  
Enable the group chat for users that browse within the entry page.

▼

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## Configure the chat settings

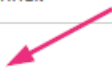
### Add chat moderators

Chat moderators can:


- answer Q&A submissions
- view and post in the backchannel
- send live interactions during the session

In the **Chat Moderators** field, start typing the names of the users you want to assign as moderators. Matching users will appear in the drop-down menu for you to select.


**Chat moderators**  
Select users that are allowed to moderate the chat, reply to QnA, launch polls and interactions, and have access to the backchannel.

Type user name 

**Enable Q&A**  
Enable 1:1 chat with a moderator for users accessing this entry page.

According to site default 

**Group Chat**  
Enable the group chat for users that browse within the entry page.


According to site default 

Save to automatically apply chat moderator permissions for future sessions.

## Enable Q&A


Choose from the drop-down options whether to enable the site default, to turn off the Q&A feature for this session, or turn it on.


**Enable Q&A**  
Enable 1:1 chat with a moderator for users accessing this entry page.

According to site default 

Off

On

According to site default 



## Group chat

Choose from the drop-down options whether to enable the site default, to turn off the group chat feature for this session, or turn it on.

### Group Chat

Enable the group chat for users that browse within the entry page.

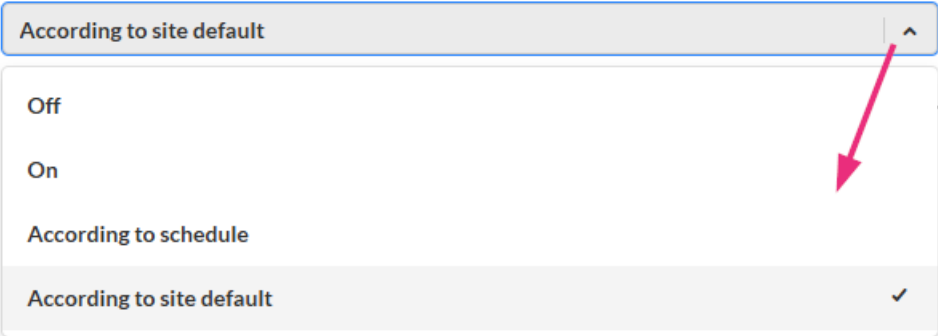
According to site default ^

Off

On

According to schedule

According to site default ✓



When you've finished configuring everything, click **Save**.

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