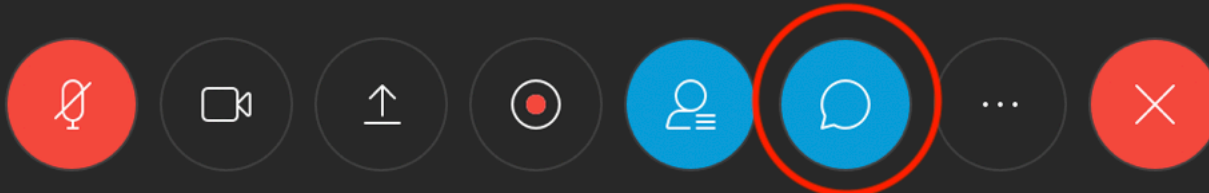
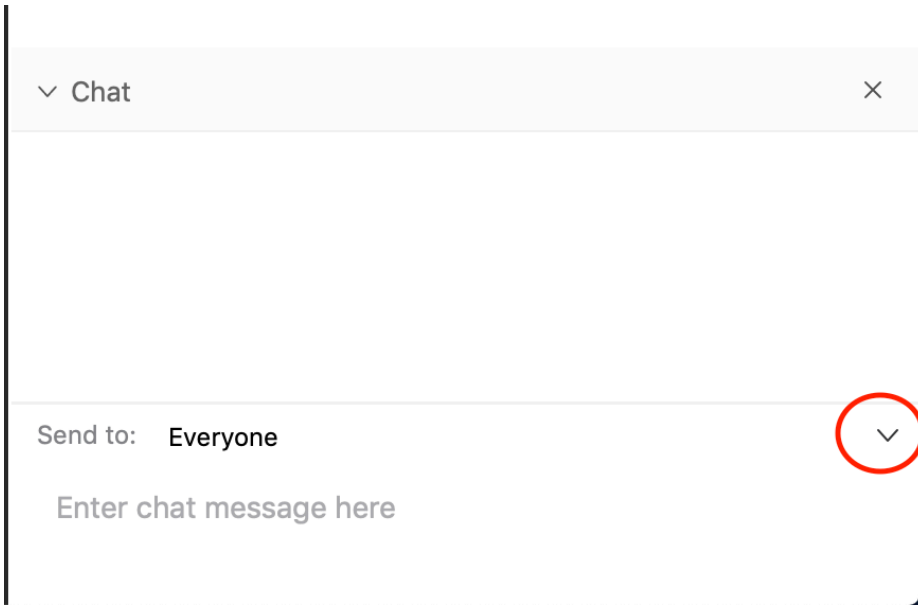


# Using Chat

The chat feature can be turned on and off using the chat bubble icon on the toolbar at the bottom of the meeting window. When the icon is blue, chat is enabled. When the icon is grayed out chat is disabled.





The chat box will appear underneath the participant list on the bottom right of the meeting window. To send a message type it into the chat window and hit “Enter” on the keyboard. By clicking on the small down arrow next to the Send to: Everyone option you can choose to send a message to a particular person instead of the entire group. Chat messages will scroll in the area above the typing window.