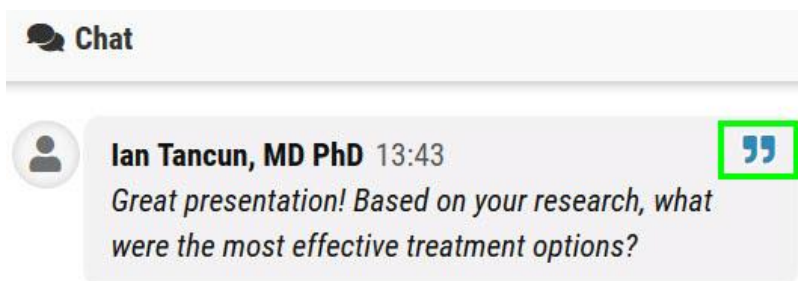




Chat Instructions and Tips



- Click the Chat icon to enter the chat room.
- Questions and comments submitted by attendees will immediately be visible to all participants in the chat. Speakers can make general comments to everyone in the group, or reply to a specific message.
- To reply to a message – click the **quote icon** in the top right corner.



- If you want to share a message with meeting participants you can **PIN an announcement on your chat**. This can be used to notify everyone when you will be available for questions on your chat.

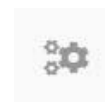
For example:

I will be LIVE on chat – Saturday, February 13, 1:00 PM – 2:00 PM central

If you are interested in learning more about my work please join me Saturday, February 13, 2:00 PM – 3:00 PM central by using this zoom link. (you will need to schedule your ZOOM, GOTOMEETING, etc.)



- Click here to **pin** an announcement to the top of the chat room
- Click here to **download** the entire chat history
- Click here to change font size and message action display



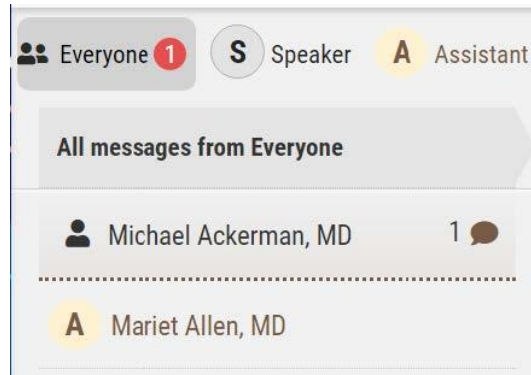
- Click here to **open in a new tab, minimize, or close** chat



Speaker Control Panel

List of participants broken down as:

- Everyone, Speaker, Assistant
- Red circle shows messages with no reply



- Click on "Everyone" tab to send a public message
- Click to "Speaker" or "Assistant" to send a private message to other speakers or chat assistants