In-Meeting Chat

Overview

The in-meeting chat allows you to send chat messages to other users within a meeting. You can send a private message to an individual user or you can send a message to an entire group. As the host, you can choose who the participants can chat with or to disable chat entirely.

In-meeting chat can be saved manually or automatically. Auto-save chat will automatically save your in-meeting chat locally on your computer. You can also manually save your chat when you start local or cloud recording.

Note: Private messages between participants are not viewable by the host.

This article covers

- [Accessing the Chat in a Meeting from a Desktop Device](#)
  - [Video Only or While Viewing a Screen Share](#)
  - [While Screen Sharing](#)
- [Accessing the Chat in a Meeting from a Mobile Device](#)
- [Changing In-Meeting Chat Settings](#)

Prerequisites

- Meeting with Chat Enabled

Accessing the Chat in Meeting from a Desktop Device

### Video Only or While Viewing a Screen Share

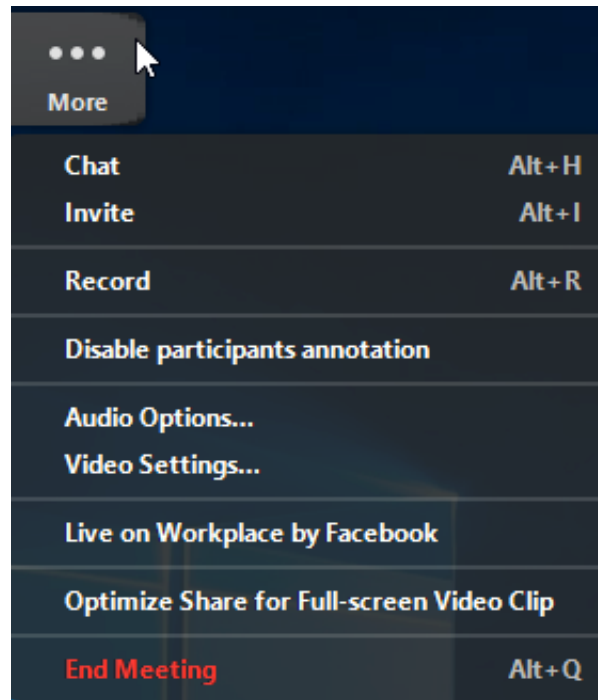1. While in a meeting, click **Chat** in the meeting controls.

2. This will open the chat on the right. You can type a message into the chat box or click on the drop down next to **To:** if you want to send a message to a specific person.

Chat

To: (Everyone ▼)   More ∨

Type message here...
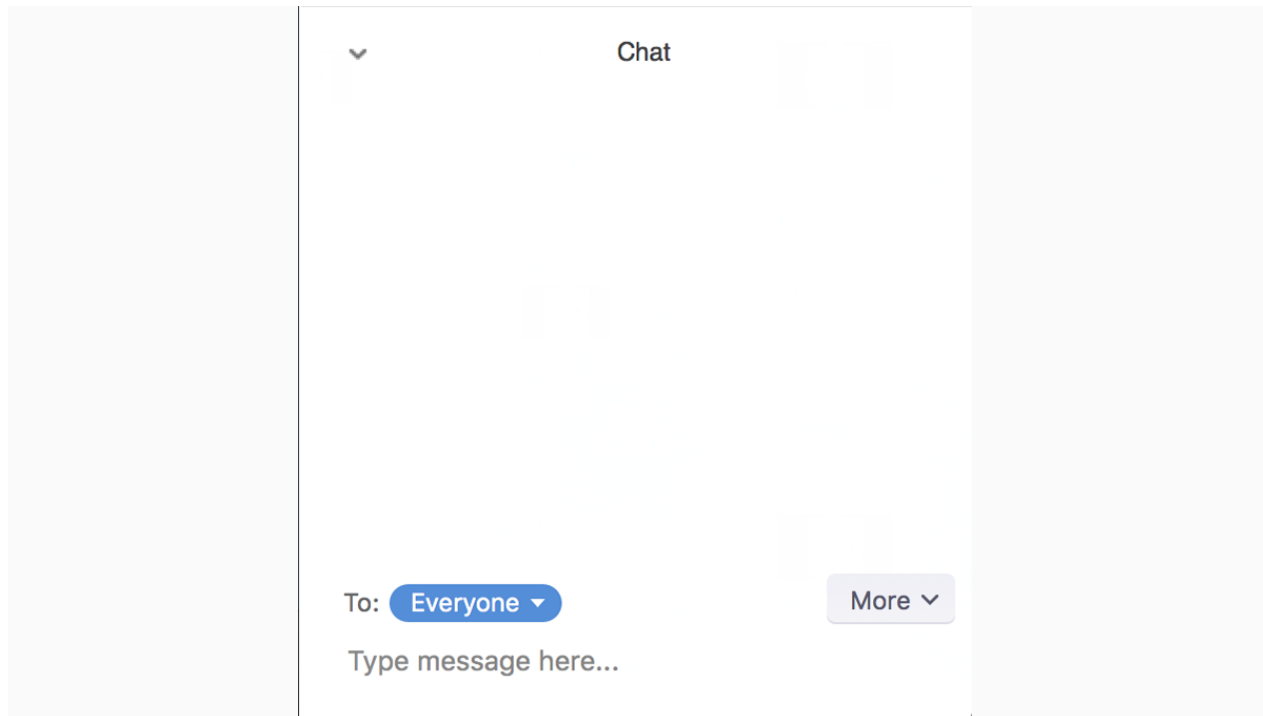
3. When new chat messages are sent to you or everyone, a preview of the message will appear and Chat will flash orange in your host controls.

Unmute   ^   Participants ³   Q&A   Share Screen   Chat   Record   More   Leave Meeting
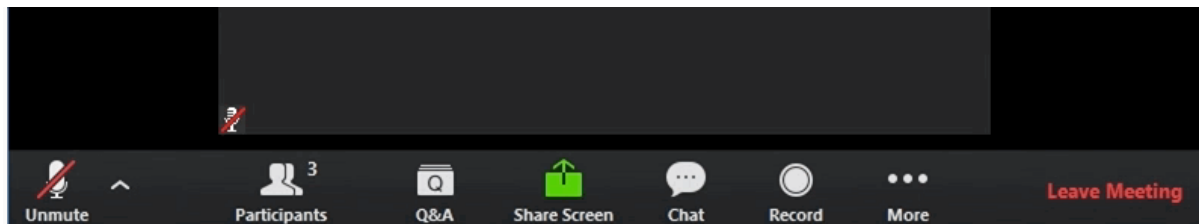
While Screen Sharing

1. While screen sharing, click **More** in the meeting controls. Choose **Chat**.

2. A floating chat window will appear.

3. If you receive new chat messages while screen share, the more button will flash orange to indicate the incoming message. You can click on **More**, then **Chat** to open the window.

# Accessing the Chat in a Webinar from a Mobile Device

1. While in a meeting, tap the screen to make the screen to make the controls appear.

2. Click on **Participants**.

3. At the bottom of the participants list, click on **Chat**.

4. You can type your chat message and click **Send** or if you want to change who it is being sent to, click the arrow next to Send to: and choose a different person or group of people.

5. Incoming chats will be displayed at the bottom of your screen and you can click on **Participants** then **Chat** to view them.
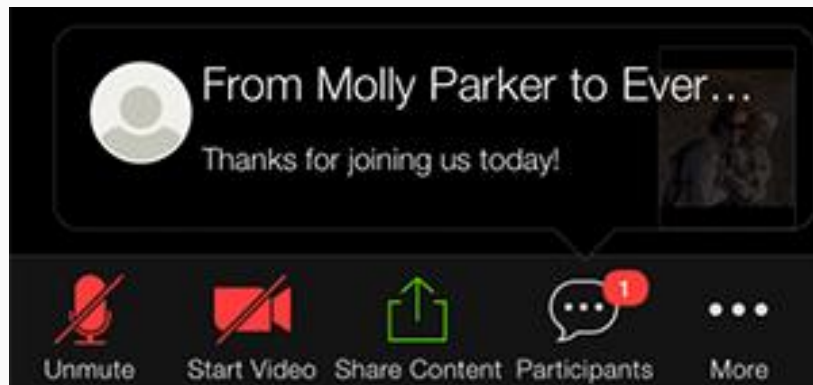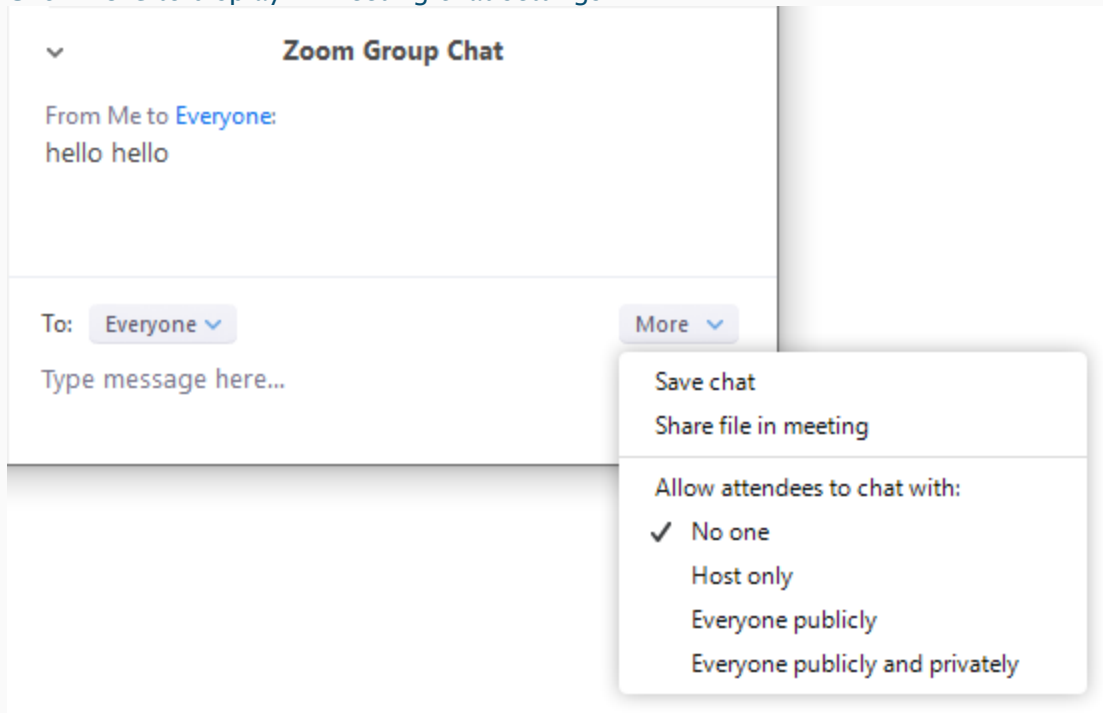

Changing In-Meeting Chat Settings

If you're the meeting host, you can change the in-meeting chat settings.

1. While in a meeting, click **Chat** in the meeting controls.

2. Click **More** to display in-meeting chat settings.

3. You can access the following options:

- **Save chat**: Save all chat messages in a TXT file.

- **Share file in meeting**: Send a file in the chat.

- **Allow attendees to chat with**: Control who participants can chat with.

  - **No one**: Disables in-meeting chat.

  - **Host only**: Only the host can send messages to everyone. Participants can still send private messages to the host.

  - **Everyone publicly**: Participants can only send public messages. Public messages are visible to all participants. Participants can still send private messages to the host.

  - **Everyone publicly and privately**: Participants can send public or private messages. Public messages are visible to all participants. Private messages are sent to a specific participant.