Teaching with Zoom – In Meeting Chat

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.
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.

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.