Using the Chat Pod

- The chat pod can be used to communicate with other attendees while a meeting is in progress.
- By default, all attendees will see any messages sent via the chat.
- To start a private chat, click on the chat pod menu in the upper right corner of the pod, and then select Start Chat With and then select Host, Presenters, or specific attendees.

Tabs will appear at the bottom of the chat pod to view the different conversations.

- To clear the chat pod, click the chat pod menu and select Clear Chat.
- Hosts and presenters can disable private chats between participants if desired.
  - To turn off this feature, click Meeting at the top of your screen, select Preferences, then Chat Pod, and finally deselect Enable Private Chat for Participants. Follow the same steps to re-enable at any time during a meeting.