Using the Chat Pod

1. By default, all attendees can use and see any messages sent within the Chat pod.
2. Select the Chat pod menu.
3. Select Start Chat With.
4. Select Host, Presenter, or Attendee.
5. Tabs will appear at the bottom of the Chat pod to view the different conversations.

Clear the Chat Pod

1. Select the Chat pod menu.
2. Select Clear Chat.
Disable the Chat Pod

1. Host and Presenters can disable private chats between participants if desired.
2. Select Meeting.
3. Select Preferences.

4. Choose Chat Pod and deselect Enable Private Chat for Participants.
5. Select Done.

6. Follow the same steps to re-enable at any time during a meeting.