Chat Feature in Zoom

Enabling Chat in Settings (Host/Instructors)

If you would like students to be able to send text-based messages in the meeting chat, go to https://www.zoom.us and sign in with your @smu.ca email address and the password you set for your Zoom Pro Account. Click on **Settings** along the left navigation bar. Scroll to **In Meeting (Basic)** and ensure the following settings are enabled:

Chat
ON by Default
Allow meeting and webinar participants to send chat messages. We recommend that this setting is turned on so that participants and the meeting host can interact with each other.

Private chat
ON by Default
Allow meeting participants to send direct messages to other participants and allow webinar panelists to send direct messages to other panelists. We recommend that this option is turned on so that meeting participants can interact with each other.

Using Chat in a Zoom Meeting (Host/Instructors, Participants/Students)

1. Click on the **Chat** icon on the meeting toolbar to open the chat window. If you don't see the **Chat** icon, click on the **More** button and select **Chat** from the drop-down menu.
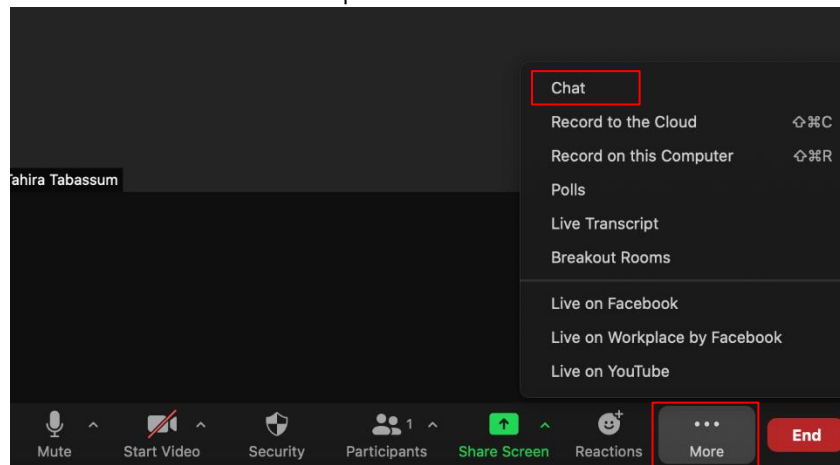
2. Enter your message in the chat window and press **Enter** on your keyboard
3. While screen sharing in a meeting, click **Chat** in the meeting controls toolbar. A floating chat window will appear, which is not visible to other meeting participants.
4. If you receive new chat messages while screen sharing, a **red icon** will appear next to **Chat** indicating the number of unread messages. Click **Chat** to open the chat window.

Using Chat in a Zoom Meeting to send Private messages (Host/Participants)

1. While in a meeting, click **Chat** in the meeting controls.
2. From the **To** drop-down menu, select the participant you want to chat with directly.
3. Enter your message in the chat window.
4. Press **Enter** to send your private message.
   Your message will appear in the chat window, indicated by a (**Direct Message**) notification above the message.

Using Reactions in a Zoom Meeting (Host/Participants)

Participants have the option to use different Reactions (**emojis**, **yes**, **no**, **slow down**, **speed up**, **away** as well as **raise hand**) during a Zoom meeting to communicate with the host.

1. To send a reaction, click on the **Reaction** button on the toolbar along the bottom or top of the screen.
2. If you are using a phone or tablet your reaction button may be hidden – tap the **More** button and tap on the reaction you would like to send.
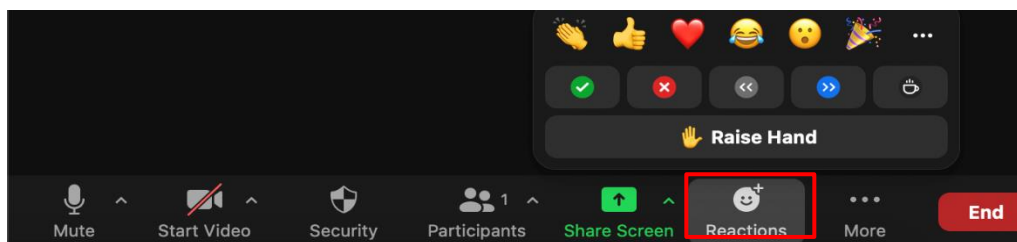
Sending files via Zoom chat

During Zoom meeting, you can send files to the participants through Zoom. In order to use that, you need to enable it in your global settings in https://www.zoom.us. The settings can be found under **In Meeting (Basic)**.

Send files via meeting
Off by Default
Host and participants can send files/documents to the in-meeting chat. This feature can be enabled or disabled based on preference

➢ **Allow only specified file types:** You can restrict the file sharing only for some specific file formats (.txt, .doc, .xlsx etc.)
➢ **Maximum file size:** You can restrict the maximum file size to share. You can only allow up to 2 Gigabytes of file.

1. Click on the **Chat** icon on the meeting toolbar to open the chat window.
2. Click on the Files icon
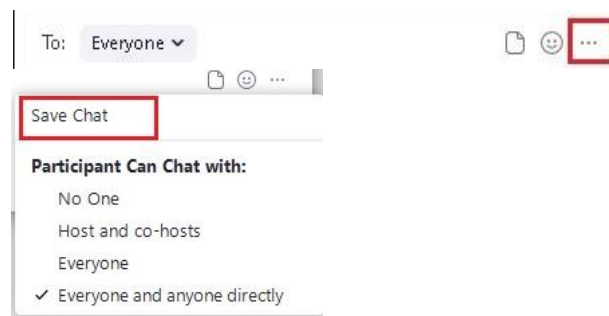3. Then select a file you want to share from your local computer.

Saving Zoom chat

1. Click on the **Chat** icon on the meeting toolbar to open the chat window.
2. Click on the three dots

3. Then select **Save Chat.**

You can also set to auto save chats after every meeting. To set that -

1. Go to https://zoom.us and sign in with your SMU account.
2. From the left navigation panel, go to **Settings**.
3. Under Meeting Settings, go to the section **In Meeting Basic**.
4. Toggle the option **Auto saving chats** On. (**Off by Default**)