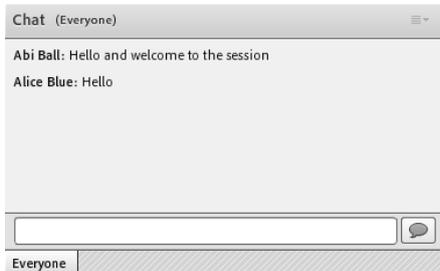


The Chat pod



Simply click in the text box at the bottom of the chat pod to add your message. Either click the **Enter (Return)** key to post your message or click on the **Comment** button at the right of the text box.

If you have started a private chat with an individual their name will also appear as a tab at the bottom of the pod next to **Everyone**. Please make sure that you are on the right tab when replying to an individual, otherwise the whole group may see your response.

The **Options** menu for the chat pod will allow you to **Hide** or **Maximize** the pod (this is not recommended).

You can also **Start [a] Chat With** a particular participant, **Clear [the] Chat** and **Email [the] Chat History** to the participants. We recommend clearing the chat history at the end of each session (just as you would clean the whiteboard in a physical classroom at the end of a seminar or lecture).

You can adjust the **Text Size** to make the discussions more legible and you can change the colour of the text using the **My Chat Color** menu. These two options are available for all participants, not just hosts or presenters as they are personal settings not room settings.

Any adjustments that you make to these will only appear on your screen, they will not be displayed to the whole room.

Show Timestamps will put a date and time marker into the chat pod when it is first used, whenever a new participant joins the chat session and whenever there is a significant pause in the chat process.

You can change the chat pod **Preferences** using this option; these are the same as the chat pod preferences menu under **Meeting>Preferences** and finally you can obtain specific **Help** on using the chat pod.

