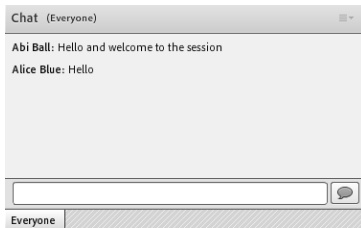


## The Chat Pod - participants



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.

You can adjust the **Text Size** to make the discussions more legible using the **Options** menu in the top right of the pod.

You can also change the colour of the text using the **My Chat Color** menu. These two options are available for all participants, not just hosts and 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.

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.