# Engaging Students in Zoom Using Chats

You can allow Zoom meeting participants to chat with other participants, or you can restrict any one-on-one chatting. Chat can be used to collaborate within sessions for impromptu questions or planned questions outside of a poll.

Remember the **WIIFM** acronym:  **W**hat's **I**n **I**t **F**or **M**e? The chat can provide students a method to express themselves without verbal interaction; the chat can also allow students to communicate directly with you. You can chat privately with a student during the session.

This session shows how to use the chat feature during your live Zoom class.
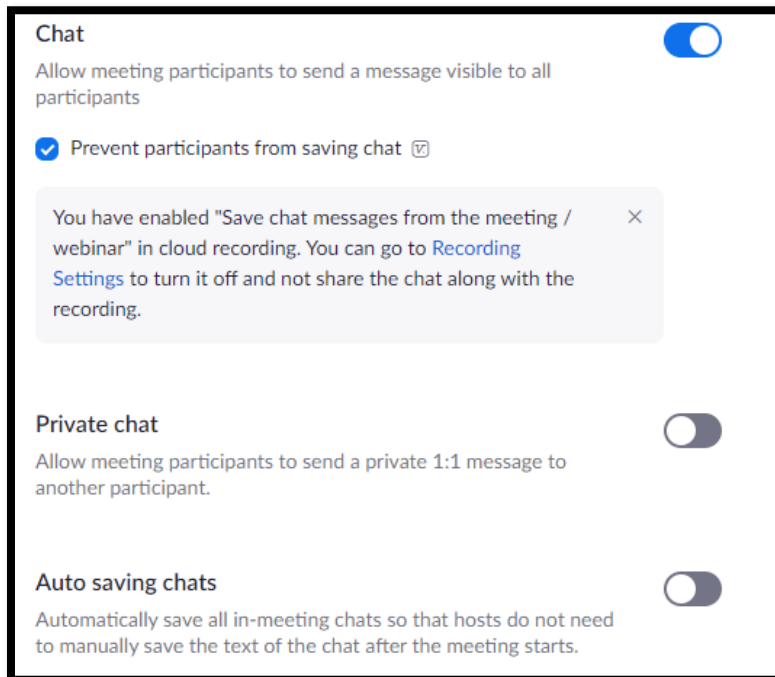
**CHAT IN ZOOM**

1. **What is the Chat feature in Zoom?**

Chat is an instant messaging tool to send notes to users within a meeting. Chats can be private one-to-one or sent to an entire group. The host sets these parameters. Chats can be saved manually or automatically. Note: private chats cannot be viewed by the host.
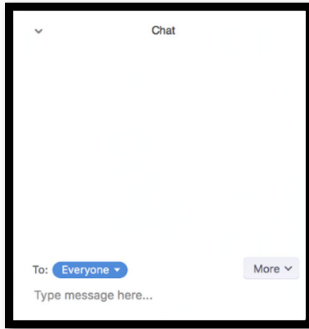
2. **Enable Chat:**

The meeting must have enabled the Chat feature. This is found in "My Settings" in your Zoom profile.
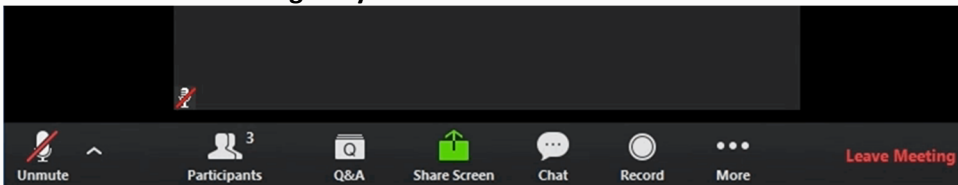


3. **While in a meeting, click Chat in the meeting controls.**

4. **This will open the chat on the right. You can type a message into the chat box or click on the drop down next to To: if you want to send a message to a specific person.**



5. **When new chat messages are sent to you or everyone, a preview of the message will appear, and Chat will flash orange in your host controls.**
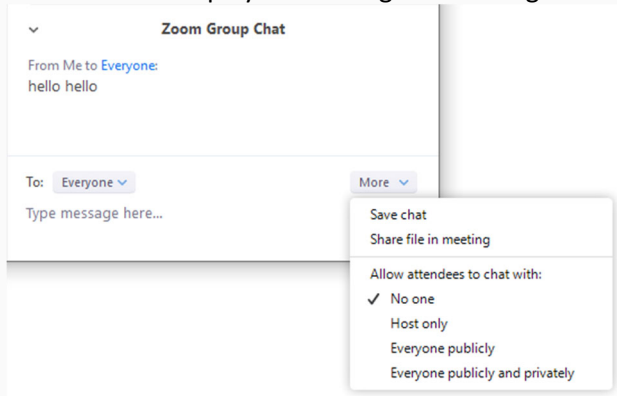


While Screen Sharing 'mode', if you don't see the Chat option, click 'More' and choose Chat. A floating chat window will appear. If you receive new chat messages while screen share, the more button will flash orange to indicate the incoming message. You can click on **More**, then **Chat** to open the window.

6. **Changing In-Meeting Chat Settings**

If you're the meeting host, you can change the in-meeting chat settings.

✓ While in a meeting, click **Chat** in the meeting controls.
✓ Click **More** to display in-meeting chat settings.



✓ You can access the following options:
   - **Save chat**: Save all chat messages in a TXT file.
   - **Share file in meeting**: Send a file in the chat.
   - **Allow attendees to chat with**: Control who participants can chat with.

Chat is a tool that can bring connectivity and engagement to your classes. Some students are more willing to type a text-style message or comment than speak in front of a camera. This type of engagement will engage more students using quick and effective communication