Using Chat in Zoom

1. While in a meeting, move your mouse to the bottom of the Zoom window, click Chat in the meeting controls.

2. 

3. 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 (e.g. Moderator)

4. When new chat messages are sent to you or everyone, a preview of the message will appear and the Chat button will flash orange in the Zoom menu.

If you have any problems connecting, call our IT coordinator, James Johnson (781-606-2090)

James Johnson, the IT Coordinator, will be available for testing your Zoom connection and/or trouble shooting on Monday, January 06, 2020, from 4:00 to 7:00 pm and again on Tuesday, January 07, 2020, from 3:00 to 5:00 pm. Call at the above number if you wish to test your connection.