

Chat Pod

The **Chat pod** is for communication between all attendees during your meeting.

Chat Pod

- More than one Chat pod be used simultaneously.
- Chat pods can be used to display chat to everyone or only presenters (in the Presenter Only area)
- Chat pod content is persistent, and remains in a meeting room until deleted.
- To preserve Chat pod content for future use, send the content through email. - **Email Chat History**
- To begin a conversation, click the text box at the bottom of the Chat pod and compose your message. Then click **Send Message** to the right of the text box or press Enter.
- **Start a Chat With:** an Attendee (if enabled), Hosts or Presenters
- **Clear Chat** (There is no warning and chat is cleared immediately and cannot be recovered)
- You can change the text size of your pod (only affects your view)
- **My Chat Color** (this will appear to everyone)
- **Show Timestamps**
- **Reverse order of messages** shows newest chat at the top
- **Chat sounds** (toggle)
- **Preferences** – Can turn off private chat for participants by unchecking the radial button and then clicking **Done**

