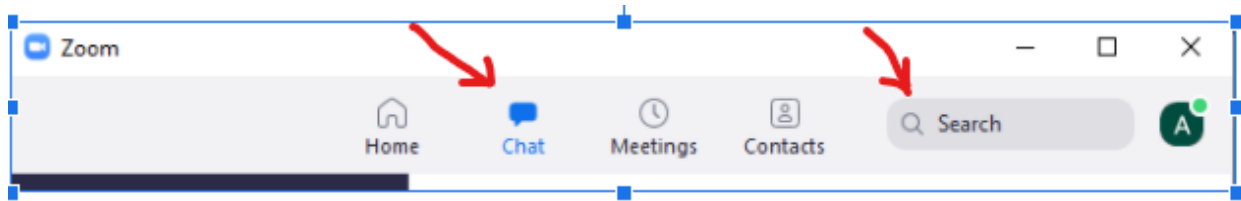


How do I access and use Instant Messaging on Zoom?

Peer to Peer Messaging

Once you are logged into Zoom, click on the “Chat” near the top of your Zoom window. After selecting that, type in the name of the person you would like to chat with in the “Search” box. Then, select their name once it appears.



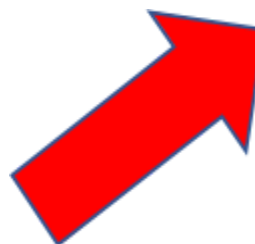
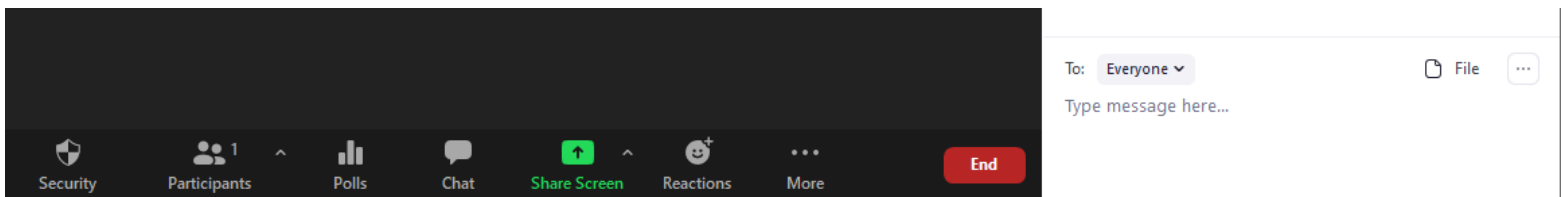
A chat window will open with the user selected. At the bottom, there will be an area with gray text saying “Message” and then the person’s name. Click on that and start typing your message. Once finished typing, hit the “Enter” button on your keyboard to send your message.

Instant Messaging while in a Zoom Meeting

PC or Mac

Send Message to everyone in the meeting:

1. Click on “Chat” in order to open the “Zoom Group Chat”
2. Use the text box located at the bottom to type your message.
3. Hit “Enter” to send the message



Send a Message to a specific Attendee:

1. Next to “To:” in the chat box, click on the down arrow next to “Everyone”.
2. Select the Participant you wish to message.
3. Use the text box located at the bottom to type your message.
4. Hit “Enter” to send the message

