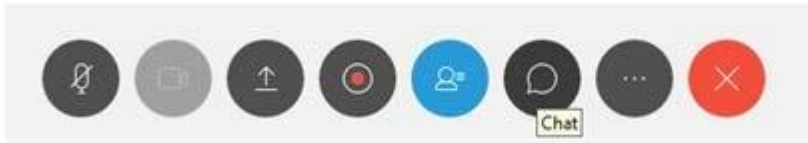


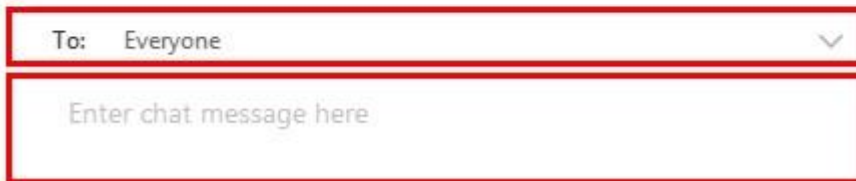
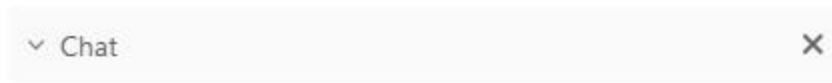
WebEx Chat

Chat using the Computer

Click on the chat icon at the bottom of the screen. The chat panel will appear in the bottom right corner of the WebEx.



By default, when sending a message, it will go to all the participants. You can send messages to individual participants by selecting the dropdown labeled **Send to:** and choosing the participant's name.



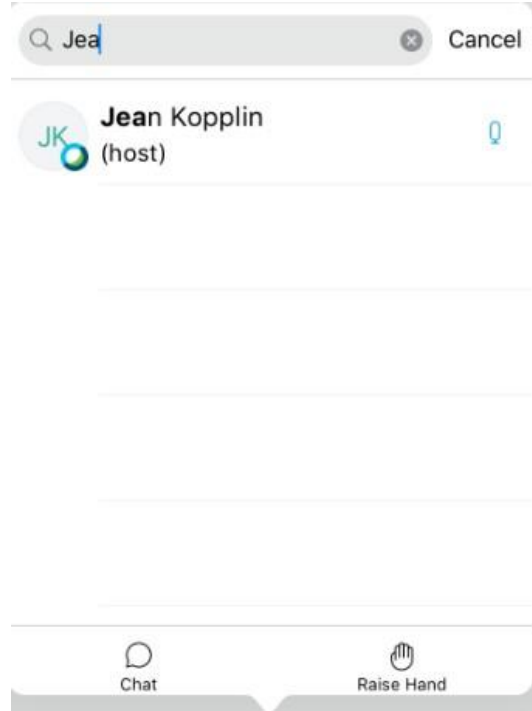
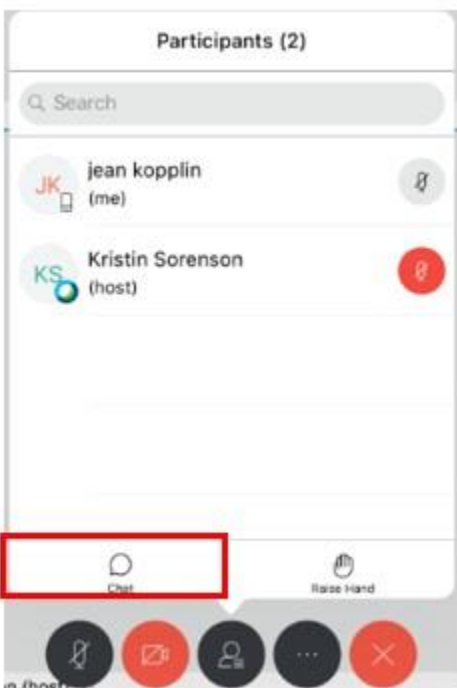
Selecting an individual participant will start a private chat which will not be seen by other participants.



Click in the area that says **Enter chat message here** and type in your message. When done, hit enter to send.

Chat using the App

To Chat to others, select **Chat** that is found at the bottom of the participants window.



You can use the Search box at the top to choose a participant to chat (tap on their name when it appears), or if you do not choose someone, it will go to **Everyone**.



Tap in the box at the bottom of the screen to type your message. **Send** when complete.

Chat conversations will appear in the middle.