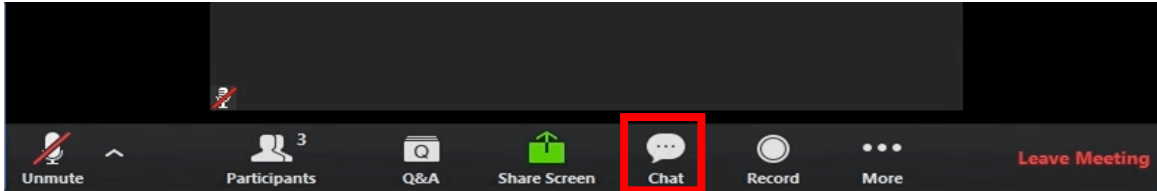


HOW TO USE CHAT FUNCTION IN ZOOM

1. Chat will be in the controls at the bottom of your screen.



2. When you click on chat, the chat window will appear. It will be on the right if you are not in full screen. If you are in full screen, it will appear in a window that you can move around your screen.



3. Type your message and press Enter to send it.
 - You will only be able to chat with the host.
 - When you receive a chat message, you will receive a notification at the bottom of your screen if you do not currently have the chat window open.



- You will be able to view messages sent by the host.