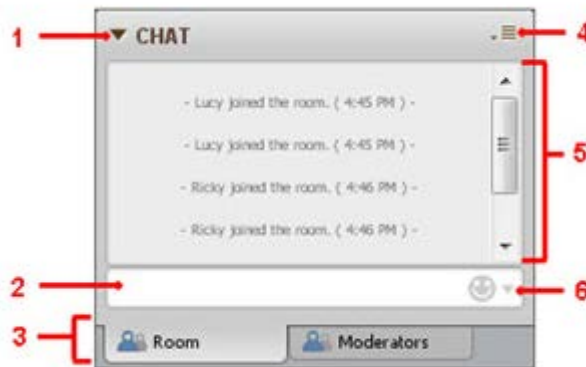


CHAT

Text-based communication is available in CCC Confer using the Chat tool. Use the Chat to send a text messages to everyone, to selected participants, or to a single Participant or Moderator in the session.

By default all Participants have permission to use the Chat. However the Moderator can take away the permission from one or all of the participants. Participants can always send a private text message to the Moderator even if they do not have the



Chat permission.

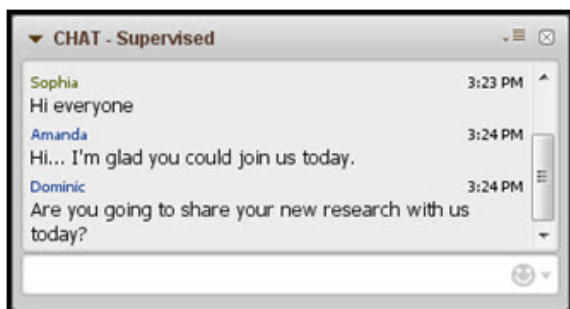
- 1) Expand/Collapse button - Expands/Collapses conversation pane
- 2) Message text box – Type your message here and hit “enter” on your keyboard
- 3) Conversation tabs – No tab indicates a public message to everyone in the room. If you choose to send a private message two tabs will appear. One for the person you are sending your private Message to and one for “room” (public)
- 4) Options Menu – Allows you to send an announcement (moderators only), increase/decrease font size and detach your Chat panel
- 5) Conversation pane – This is where you view both public and your private messages
- 6) Emoticon menu – Select an emoticon to insert/add to your message or send alone

Send a Public Message

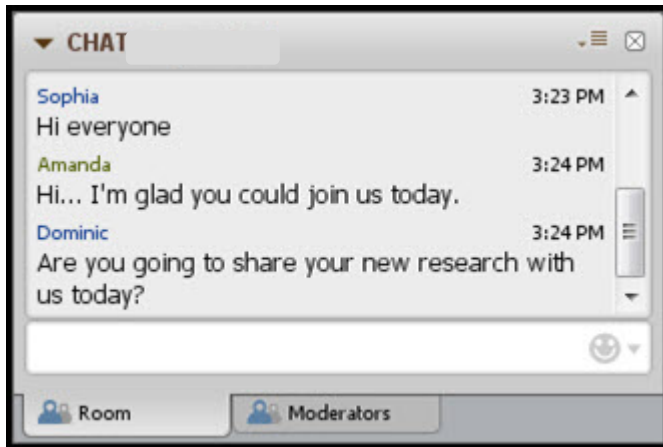
1. Type in the message field
2. Hit <ENTER> on your keyboard.

Note the Moderator by default has two tabs – Room and Moderators. Room is public chat sent to everyone in the room and Moderators is reserved for private messages between session Moderators.

Participant View:



Moderator View:



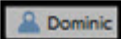
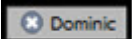
Send a Private Message

1. Select the Participant to whom you are sending the message to by clicking on their name in the Participant panel.
2. Right-click or from the Participant Options menu select **Send a Private Chat**.
3. A new tab will appear with the Participant's name. Type your message and hit <ENTER>



4. The recipient will be notified of your private message by seeing a new conversation tab with a chat bubble symbol and your name.

A new tab will open for each conversation. To close the tab, hover over the blue icon the left of the Participant's name -

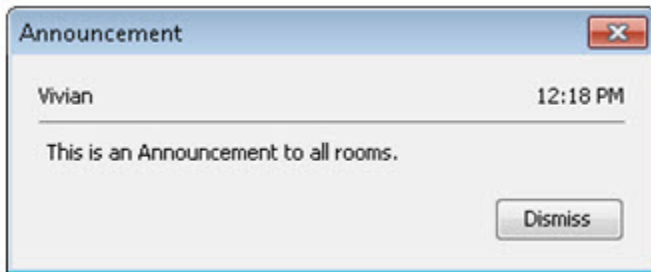
 Dominic the icon will turn into an X . Click to close. When you close all Private conversation tabs, the Room tab will disappear.

Send an Announcement (Moderators only)

Send a message as an Announcement when you want to ensure your message will stand out to all message recipients. You can send Announcements to just the room you are in (either the main room or a breakout room), to all rooms, or to Moderators only.

1. If you want to send the Announcement to Moderators only, click on the Moderators conversation tab. If you want to send the Announcement to a single room, move to that room. For details, see *Sending Yourself to a Breakout Room*.
2. Open the Announcement dialog by doing one of the following:
 - o From the *Tools* menu, select *Chat* and then *Send Announcement...*
 - o From the Chat Options menu, select *Send Announcement...*

3. Enter your text in the message field.
4. If you want to send the Announcement to all rooms (main room and breakout rooms), select the option *Send to all rooms*.
5. Click **Send** or press Enter to send your message. The message will appear to the recipients in both their conversation pane and in a pop-up window such as the following:



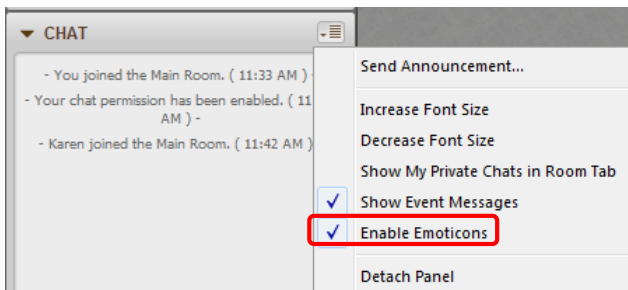
Disabling Emoticons in Chat (Moderators only)

Because emoticons can become a distraction if used inappropriately or excessively by your session attendees, Moderators have the option to disable the insertion of emoticon icons in Chat messages for everyone in the session, including those in breakout rooms.

Everyone will still be able to enter text string equivalents of emoticons in the message text box, but the strings won't be converted to icons in the conversation pane. For example, if a Participant types ;-), others in the session will see ;-) rather than 😊.

To disable and re-enable the use of Chat emoticons, do one of the following. (You will know the option is enabled when you see a checkmark next to it.)

- o From the Chat Options menu, select *Enable Emoticons*.

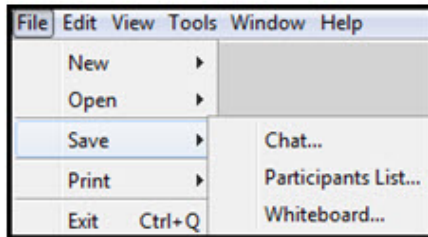


- o From the Tools menu, select *Chat* and then *Enable Emoticons*.

Note: The disabling of the emoticons is not persistent between sessions, meaning Chat emoticons will be enabled every time you enter a session. If desired, you will have to explicitly disable emoticons for every session.

Save Chat messages

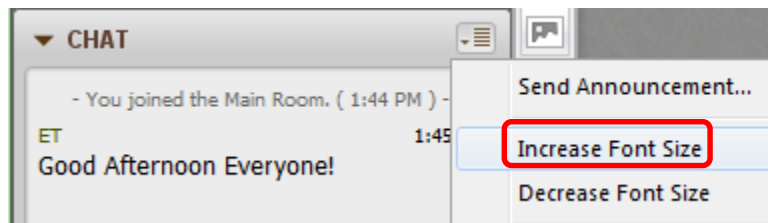
1. Public and private chat messages can be saved. Click on the tab to select the messages you wish to save.
2. From the File menu, select Save > Chat



Decrease/Increase font/text size

To increase the font size, do one of the following:

- From the *Tools* menu, select *Chat* and then *Increase Font Size*.
- From the Chat Options menu, select *Increase Font Size*.



To decrease the font size, do one of the following:

- From the *Tools* menu, select *Chat* and then *Decrease Font Size*.
- From the Chat Options menu, select *Decrease Font Size*.

