

# VIRTUAL bits & tips

#02

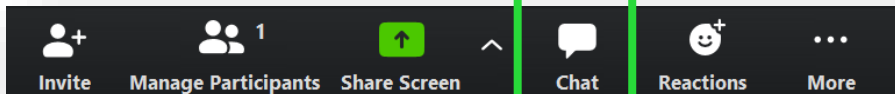
Use the chat feature while holding a video or audio call.  
Check out the multiple options below.



## WZOOM Chat

1

Click on **Chat** to open the chat pane on your screen.

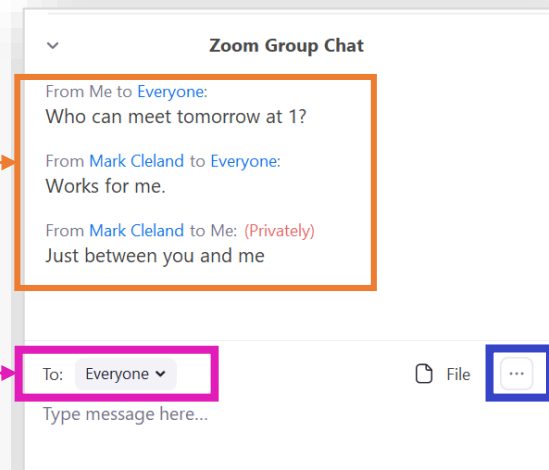


3

Click on the **drop-down arrow** for a list of participants. Select an individual's name to send a private message. The default will be based on the moderator's settings in #2.

4

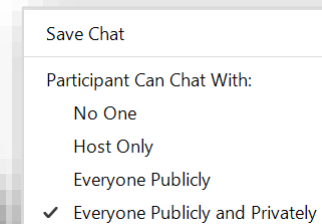
Private messages are indicated by red text



2

Click on **more options** to:

- save the chat
  - remove chat entirely
  - allow chat with host only
  - remove the ability for participants to chat privately
- Note: The default allows everyone to chat publicly and privately





# WZOOM Participants

Use the PARTICIPANTS feature to take a poll. Use the same feature to vote, ask the moderator to go slower or faster, or to raise your hand. You can even ask for a coffee break!

**1** Click on **Participants** to open the panel on your screen.

**2** **Need to take a poll?** Participants open their pane and check **YES** or **NO**. Individual answers show next to each name. The number of votes is totaled for the moderator.

**3** The microphone next to each individual's name will indicate when they are speaking.

**4** Click on **more** to be able to:

- like or dislike
- clap
- ask for a coffee break
- indicate that you are away

The screenshot shows the Zoom interface with the Participants panel open. The panel lists five participants: Drew Martin (DM), Karen (K), Lorraine Ollson, and Mark Cleland. Drew Martin has a green checkmark and a microphone icon. Karen has a red X and a microphone icon. Lorraine Ollson has a green checkmark and a microphone icon. Mark Cleland has a red X and a microphone icon. Below the list are buttons for 'yes' (3 votes), 'no' (2 votes), 'go slower', 'go faster', 'more', and 'clear all'. At the bottom of the panel are 'Mute All', 'Unmute All', and 'More' buttons. The bottom toolbar shows 'Invite', 'Manage Participants' (highlighted with a green box), 'Share Screen', 'Chat', 'Reactions', and 'More'. A callout box points to the 'Manage Participants' button. Another callout box points to the 'more' button in the panel, which opens a menu with icons for thumbs down, thumbs up, clapping hands, a coffee cup, and a clock.