Using Chat in Zoom

Once you are logged into Zoom and have started your class
1. Click on “Chat”
   a. This will show you a chat window where you can communicate with your students
2. If you type a message with “Everyone” selected, you will send that message to the whole class
3. If you type a message with a single individual selected, you will send a private message to that individual
   a. This will show up with a (Privately) next to it