

Zoom

In-Meeting Chat

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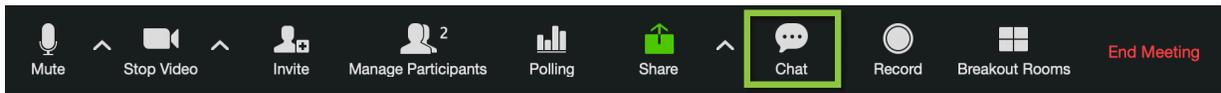
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In-Meeting Chat

Zoom offers the ability to chat with everyone in the meeting simultaneously or send private messages to individual participants.

Show or Hide Chat Panel:

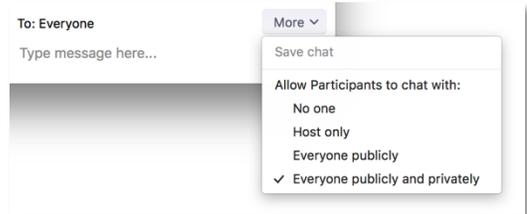
- Toggle the **Chat** button in the toolbar at the bottom of the meeting window to show or hide the *Chat Panel*.



As the host, you can control who participants are allowed to chat with. You can also disable the chat for all participants or disable private chat, so participants cannot send private messages.

Change Chat Permissions:

1. Click the **More** button located at the bottom of the **Chat Panel**.
2. Allow participants to chat with:
 - **No One:** Disables in-meeting chat.
 - **Host Only:** Only the host can send messages to everyone. Participants can send private messages to the host.
 - **Everyone Publicly:** Participants can only send public messages. Public messages are visible to all participants. Participants can still send private messages to the host.
 - **Everyone Publicly and Privately:** Participants can send public or private messages. Public messages are visible to all participants. Private messages are sent to a specific participant.



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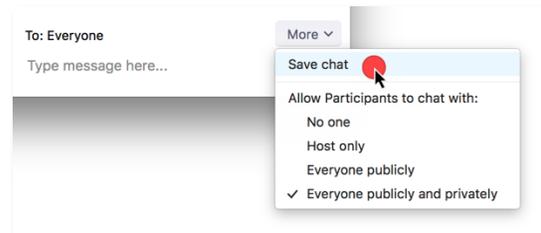
In-Meeting Chat

Save In-Meeting Chat:

- You can automatically or manually save in-meeting chat to your computer or the Zoom Cloud.
- Saving the chat **locally** to your computer will save any chats that **you** can see - those sent privately to you and those sent to everyone in the meeting.
- If you save the chat to the **cloud**, it will only save chats that were sent to **everyone** while you were cloud recording.

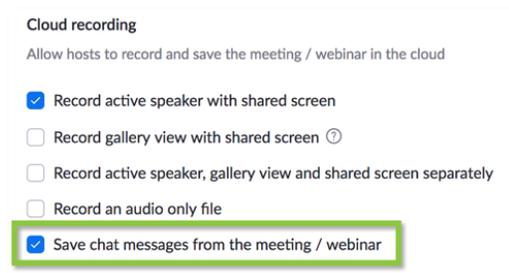
Manually Save Chat (Local):

1. At the bottom of the **Chat Panel**, Click on **Save Chat**.
2. Your chat will be saved to your **local** recording location. The default is your **Documents folder > Zoom > Folder with meeting name, date and time**.



Save Chats to Zoom Cloud While Cloud Recording:

1. Sign in to the Zoom web portal at <https://etsu.zoom.us/>
2. Click **Settings**.
3. Select **Recording**.
4. Check the option for **Save Chat Messages from the Meeting**.
5. Click **Save**.



In the meeting, you will need to start the cloud recording to save the chat or have cloud recording start automatically.

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Accessing Your Saved In-Meeting Chats on the Cloud:

1. Access your meeting recording through either of the following ways:
 - a. You will receive an **email** when your cloud recording is available. Click the **link** in the email to download or view your recording.
 - b. After the recording is done processing, go to **My Recordings**. Click on the Meeting Topic.
2. This will show all files for your meeting. You can **download**, **share**, or **delete** the TXT file.

