

Chat

SU Tech Support

Video script text (7-21-16)

To join a chat, click on the chat link on the course main page. This will take you to the chat description page. Read any directions and then **click the *Click here to enter the chat now* link.** **A pop-up window will open** containing the chat. All chat participants will be shown on the right side of the screen.

To send a message, type a message into the box at the bottom of the window and hit Enter or Return on your keyboard, or push the Send button. Your message will appear in the window. You will also see the rest of the group's text conversation here.

To send a message in the chat directly to one of the participants, click the Talk link under their name. A special note will appear in the message box. Everyone in the chat will be able to see this message, however it is now flagged for its intended recipient. Type your message and click Send.

When you are ready to leave the chat, close the window. Some chats are recorded for future reference. To see a previous chat, click the *View past chat sessions* link. To return to the course main page, click the course link at the top of the page.