





Using Chat

Quick Reference Guide for Moderators

Text-based communication is available in Elluminate *Live!* using the Chat tool. Use the Chat window to send a text messages to everyone, to selected participants, or to a single participant in the session. Depending on your session configuration, the moderator may be able to monitor all messages sent between participants, including private messages. The  icon indicates that the moderator can see the private chat messages.

Understanding the Chat messages



The screenshot shows a chat window with the following messages:


- Moderator:** Good morning and welcome back. We will review your assignments first today. (Black text)
- Deborah: Okay thanks. I'll get it ready for Application Sharing. Do you want me to File Transfer it to you? (Black text)
- Moderator to Elizabeth:** I would like for you to go first. Okay? (Blue text)
- Elizabeth: Can I go first? (Black text)
- Moderator to Elizabeth:** Great we are in synch... yes 😊 (Blue text)
- Elizabeth to Deborah: I'm going to go first. You should follow my presentation. Don't you think? (Red text)
- Moderator:** Ready for presentations? (Bold black text)
- In today's class, you will need the assigned book. (Black text)

Callouts explain the message types:

- Black text = public message
- Blue text = private message sent to you or received
- Red text = participant to participant private message
- Bold black text = message sent as an announcement

- Black = public message that everyone in the session sees
- Blue = private message send by you or received by you
- Red = private participant to participant chat as seen by moderator
- Bold = message sent as an announcement by the moderator

Chat Permission

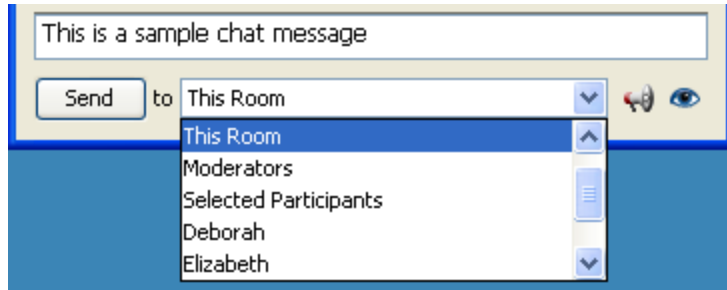
- If a participant has the Chat permission -  - he or she will be able to send a text message to everyone, to selected participants, or to one participant in the session.
- Participants can always send a text message to the moderator even if they do not have the Chat permission. The message will appear in the discussion region as a private message (in blue) to all moderators.
- The moderator can grant and remove the Chat permission by clicking on the icon or space in the Chat permission column of the participant window next to the participant name.

Sending Chat Messages

You can send chat message to everyone in **This Room**, to **All Rooms** (Breakout Rooms) to **Moderators** only, to a specific participant, or to **Selected Participants**.

To This Room, All Rooms, Moderators, or a Single Participant

1. Click in the textbox area and type your message.
2. Click the **Send to:** drop-down menu and select This Room, All Rooms, Moderators, or the participant to whom you would like to send your message.

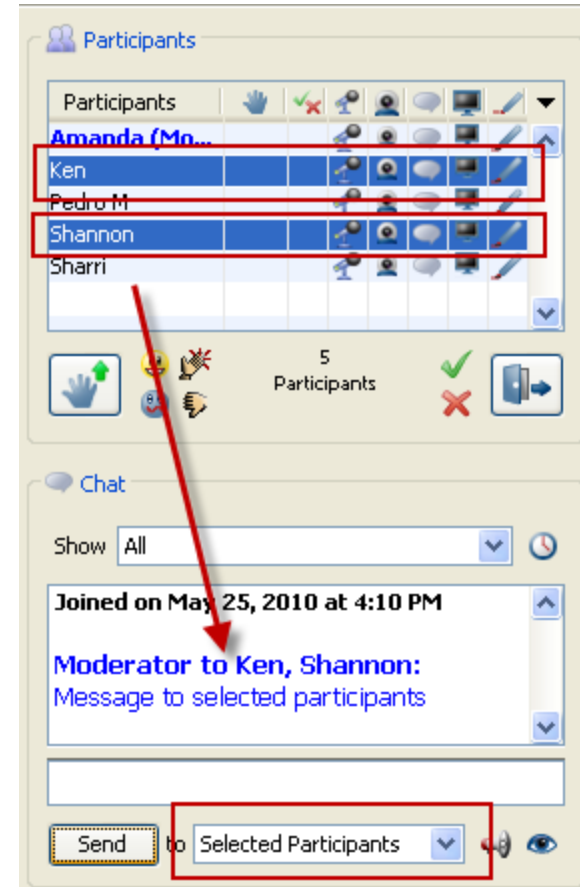


3. Click **Send**, or press **Enter**.
4. The message appears in the conversation area.

To Selected Participants

To select specific participants to receive your message:

1. Hold down the Shift or Ctrl key and click on the names of the participants in the Participants window. The participants' names are highlighted when selected.
2. Click in the textbox area and type your message.
3. Click the **Send to**: drop-down menu and select the option **Selected Participants**.
4. Click **Send** or press **Enter**.



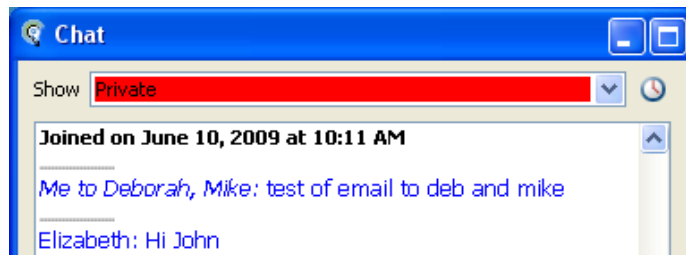
Filtering Direct Messages

During the session, you may wish to view only certain text messages. Use the **Show** drop-down menu and select an option. Now only those messages matching your filter will appear in the discussion region. You may change your selection at any time.



New Message Indicator

When you are filtering messages, you will be notified when there is a new message. The **Show** drop-down menu will be highlighted in red if there is a new message you have not seen. To view the new message, revert to **All** in the filter.



Resizing Chat Messages

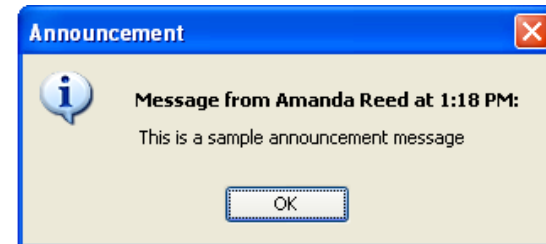
You can resize the text messages in the conversation area and in the message text field by right-clicking in either field. This will give you access to the menu options or you may access them from **Tools > Chat** and then select **Conversation Area** or **Message Text Field**.

Send Message as Announcement

You may send a message as an Announcement if you want to ensure your message will be clearly visible to all.

1. Click on the  Announcement button.

2. From the Send to option menu, select to whom you want to send the message.
3. Type your message. Then click Send.
4. The message will appear to the recipient in both their conversation area and in a pop-up message dialog.



Adding External Links to your Message

You can include links in your Chat messages. Recipients of your messages will be able to click on links to access an Internet site or send an email.

Link Type	Syntax	Example
HTTP web site	http://	http://www.illuminate.com
Secure HTTP web site	https://	https://addons.mozilla.org/
FTP site	ftp://	ftp://ftp.linuxfocus.org/
Email message	mailto:	mailto:docs@illuminate.com

Saving Chat Messages to a File

You can save the Chat discussion region to a text file to review later.

1. From the File menu select Save and then choose Chat Conversation.
2. Choose a file name and location. Then click **Save**.