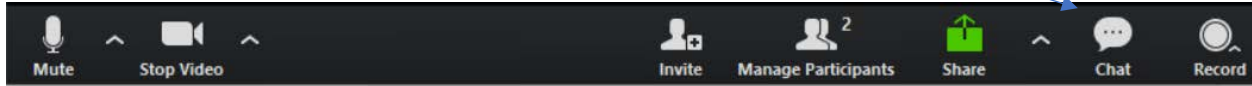The Chat Room allows participants to send text messages to each other, the meeting host and the presenter. You should monitor the chat messages throught the meeting and use it to send information to participants during presentations.

The Chat icon will appear when you have meeting participants:

Click on the icon to make the Zoom Group Chat box appear.

- You will be able to send messages to Everyone (by default)
- You can also select individual participants to send a private message

Click on the icon again to hide the Zoom Group Chat.