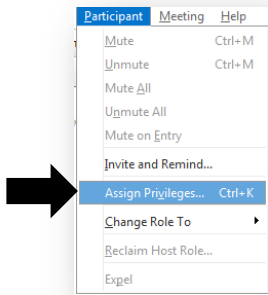


The host specifies chat privileges for attendees. These privileges determine to whom attendees can send chat messages. Note: The meeting host and presenter have full chat privileges.

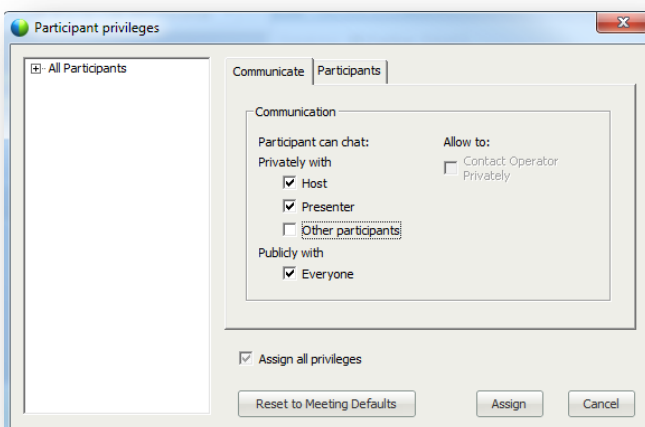
## Chat Privileges

### During the Meeting:

1. From the menu, select **Participant > Assign Privileges**.



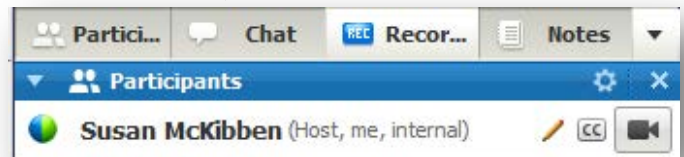
2. On the **Communicate** tab, specify the chat privileges.



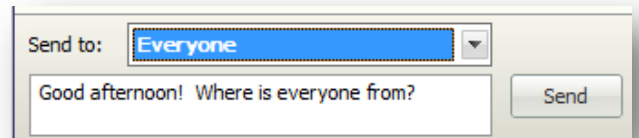
3. Click **Assign**.

## Chat

1. Select **Chat**.



2. A chat text box opens up. Type your message.
3. Use the drop-down in the **Send to** box to select who should receive the chat message.



4. Click **Send**.

### Save Chat:

1. From the menu bar, select **File > Save > Chat**.
2. Specify the location and a filename. The file is saved as a .txt file
3. Click **Save**.

### Print Chat:

1. From the menu bar, select **File > Print > Chat**.
2. The Chat will print to your default printer.

### Open Chat:

1. From the menu bar, select **File > Open > Chat**.
2. Browse to the location of the saved chat file and open.

