

Chat Information For All Meetings


Asking Questions

Members will be asked to use chat to ask questions for the speaker – these will go to John Munson as ‘Moderator’ who will collate then put them to the speaker when applicable.

Instructions from Zoom on using ‘Chat’:

Accessing in-meeting chat

Video only or while viewing a screen share

1. While in a meeting, click **Chat** in the meeting controls.

2. This will open the chat window. You can type a message into the chat box or click on the drop down next to **To:** if you want to send a message to a specific person.
3. To send the message press ‘return’.

Please note that in our public lecture’s audience members will only be allowed to chat questions and comments to the Host, John Munson.