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427 South Fourth Street, Suite 300 Louisville, KY 40202 (502) 589-9878

## BigBlueButton o.8b Student Guide Using Chat

## **Using Chat**

## Using the main chat room

Step		
<ol> <li>Type it in the box at the bottom to send a message.</li> </ol>	Chat All + Good evening) The first half of this lecture will be a 09:03 compare/contrast. The second half will be a Q & A. This session is being recorded. The maximum duration for this session is 240 minutes. Big Bl Welcome to class! Please say "here" to let me know you made it in 09:10 09:11 9:11	You may change the color of your text using the Select Color icon to the left of the Send button.
2. Click <b>Send</b> or Enter on your keyboard.	Send	
It will appear in the chat room above along with the time you sent it.	Big Bl       Welcome to class! Please say "here" to let me know you made it in       09:10         Big Bl       Here!       09	

## **Private messaging**

Step		
<ol> <li>At the top of the Chat block, click the + tab.</li> </ol>	Chat All + Good evening! The first half of this lecture will be a compare/contrast. The second half will be a Q & A. This session is being recorded. The maximum duration for this session is 240 minutes.	You may change the color of your text using the Select Color icon to the left of the Send button.
2. Click the person you want to chat with.	Chat	
3. A new tab will be created with their name on it. Click the tab then type in the chat as you would for the All tab.	English     Help     Logout       Chat     _     _     _       All     Abraham Lincoln     +     _       Select a person to chat with privately     Chat Options     _       All     Abraham Lincoln     Font Size     10	
If you receive a message in a tab you are not currently looking at, that tab will turn orange and you will see "Public Message awaiting" if it is in the All tab or "Private Message awaiting" if it is in a private message in the browser tab.	All       Abraham Lincoln       +         Select a person to chat with privately       Chat Options         All       Abraham Lincoln         Font Size       10	<b>Delta in your browser</b> window will also blink with a message to alert you of a new message. If the message is in a private chat, the top tab will say "Private message awaiting." If the message is in the Public chat (All), the top tab will say "Public message awaiting."