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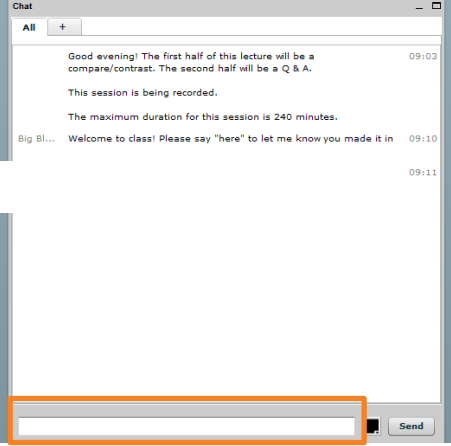


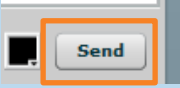
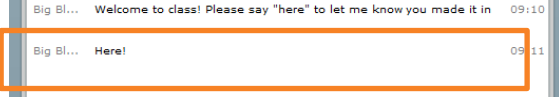
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BigBlueButton o.8b Student Guide Using Chat

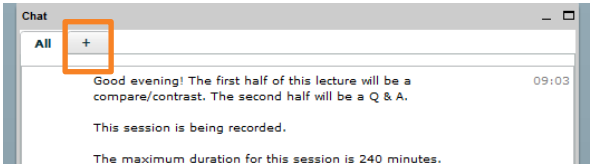


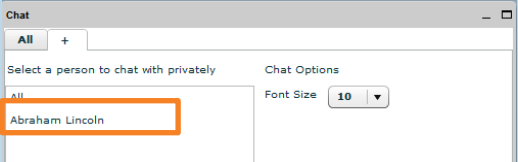
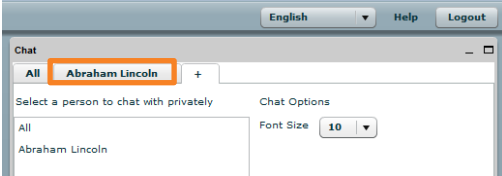
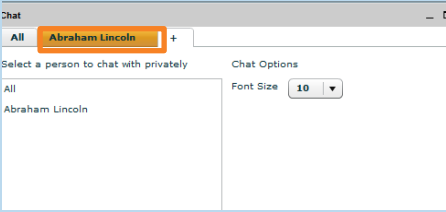



Using Chat

Using the main chat room

Step		
1. Type it in the box at the bottom to send a message.		<p> Note</p> <p>You may change the color of your text using the Select Color icon to the left of the Send button.</p> 
2. Click Send or Enter on your keyboard.		
It will appear in the chat room above along with the time you sent it.		

Private messaging

Step		
<p>1. At the top of the Chat block, click the + tab.</p>		<p> Note</p> <p>You may change the color of your text using the Select Color icon to the left of the Send button.</p> 
<p>2. Click the person you want to chat with.</p>		
<p>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.</p>		
<p>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.</p>		<p> Note</p> <p>The top tab in your browser window will also blink with a message to alert you of a new message.</p> <p>If the message is in a private chat, the top tab will say "Private message awaiting."</p> <p>If the message is in the Public chat (All), the top tab will say "Public message awaiting."</p> 