

****Adobe Connect 8****

Chatting with Attendees

The instructions below provide you instructions for chatting with attendees.

To enable change the status of a meeting attendee:

- a. Log into **Adobe Connect**. The **Adobe Connect** homepage is displayed.
- b. Click **Meetings** on the top menu. A list of your meetings displays.
Note: This is not the same as the **Meeting** button.
- c. Click the link for your meeting. The **Meeting Information** page displays.
- d. Click the **Enter Meeting Room** button. The meeting begins to load.
- e. Type a message in the text box of the **Chat** pod.
- f. Click the **Send** button the right of the **Chat** text box. Your message is sent.