

****Adobe Connect 8****

Chatting Privately With Attendees

The **Adobe Connect** meeting environment allows you to chat privately with attendees. The following instructions will enable you to chat privately with attendees.

To chat privately with attendees:

- a. Click the name of the attendee in the **Attendee Pod**. A menu appears.
- b. Click the **Start Private Chat** option on the menu. The name of the attendee appears at the bottom of the **Chat Pod** and is enclosed in the parentheses to the right of the pod label **Chat**.
- c. Type a message in the **Chat** text box.
- d. Press the Enter key.

To chat privately with all attendees of the same status:

- a. Click the **Pod Options** button in the upper right corner of the **Chat Pod**. A menu appears.
- b. Click the **Start Chat With** option. A submenu appears.
- e. Select **Hosts** or **Presenters**. Hosts or presenters appear at the bottom of the **Chat Pod** and is enclosed in the parentheses to the right of the pod label **Chat**.
- c. Type a message in the **Chat** text box.
- d. Press the **Enter** key.

