WHY WOULD YOU USE THIS FEATURE:
The Chat feature allows you to interact with the instructor and other students in real time using text-based chat.

HOW TO CHAT:
1. When you click collaboration link associated with an assignment, you should see a screen that looks like the image below.

2. Click on the words: Office Hours. A new window should open that looks like the image below.
   Note: You might need to download and install additional applications so please try this BEFORE your scheduled chat time. We also recommend using the Firefox Internet browser when using virtual chat.
3. The chat functions are listed below:
   • Enter a message for the class to read – Type the message in the Compose field. Click Send. The message appears in the chat area. There is a 1000 character limit for chat messages.
   • Become an Active user – Click the hand symbol. A hand appears next to the username. The moderator click on the hand to make the user active.
   • View user information – Select a username in the participant list and click User Info.
   • Send a private message to a user – Select a username in the participant list and click Private Message.

4. To enter messages, type in the Compose Box. Click on Send to send the message to the participant(s) of the chat.
5. To send Private Messages (to single users in the chat), first click on their name in the left hand box and then click on Private Message. A pop up box will come up for you to compose your message. Then press send to send the private message.