

How Do I Send a Chat Message?

During a meeting or event, the chairperson can specify chat privileges for participants. These privileges determine to whom participants can send chat messages.

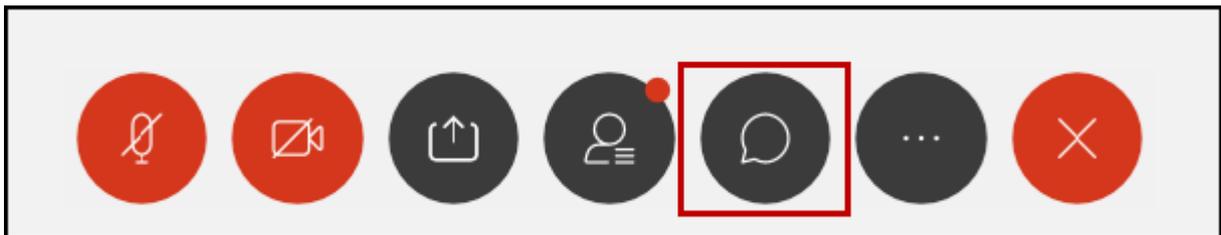
During the annual conference, questions should only be directed to the chairperson and the chairperson will redirect them to the presenter.

Instructions for using the chat message function in WebEx

During a meeting, or event, the presenter can specify chat privileges for participants. These privileges determine which participants can send chat messages.

To send a chat message:

1. Open the Chat panel:



2. In the **Send to** or **To** drop-down list, select the **recipient** of the message.
3. Enter your message in the chat text box, then press **Enter** on your keyboard.

Note: If you join a meeting or event in progress, you can see only the chat messages that participants send after you join.