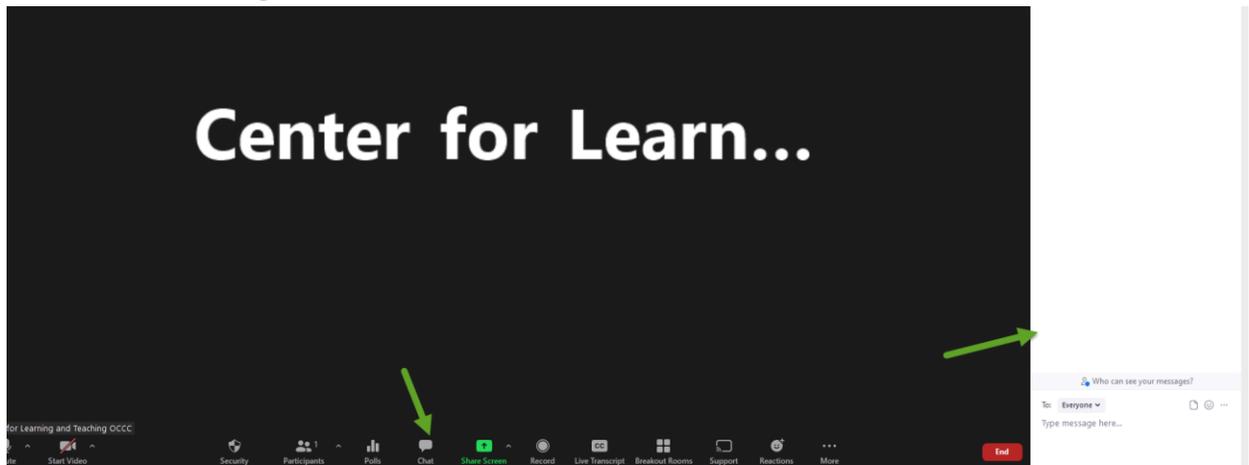
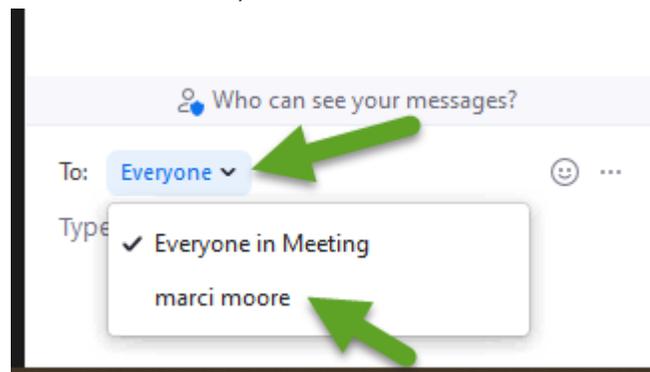


Zoom Chat and Reactions Help Guide

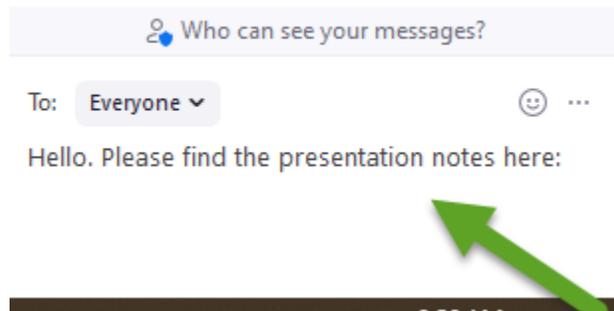
1. In a Zoom meeting, click the chat button to access the chat section menu.



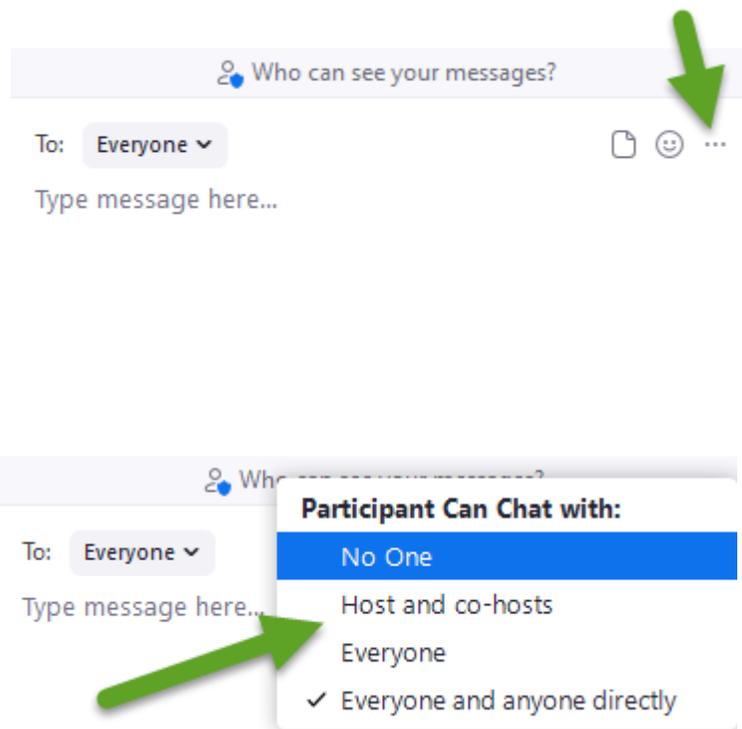
2. The chat controls can change who is directly messaged. Clicking the drop-down arrow in the "to" line allows you to choose who sees a chat message.



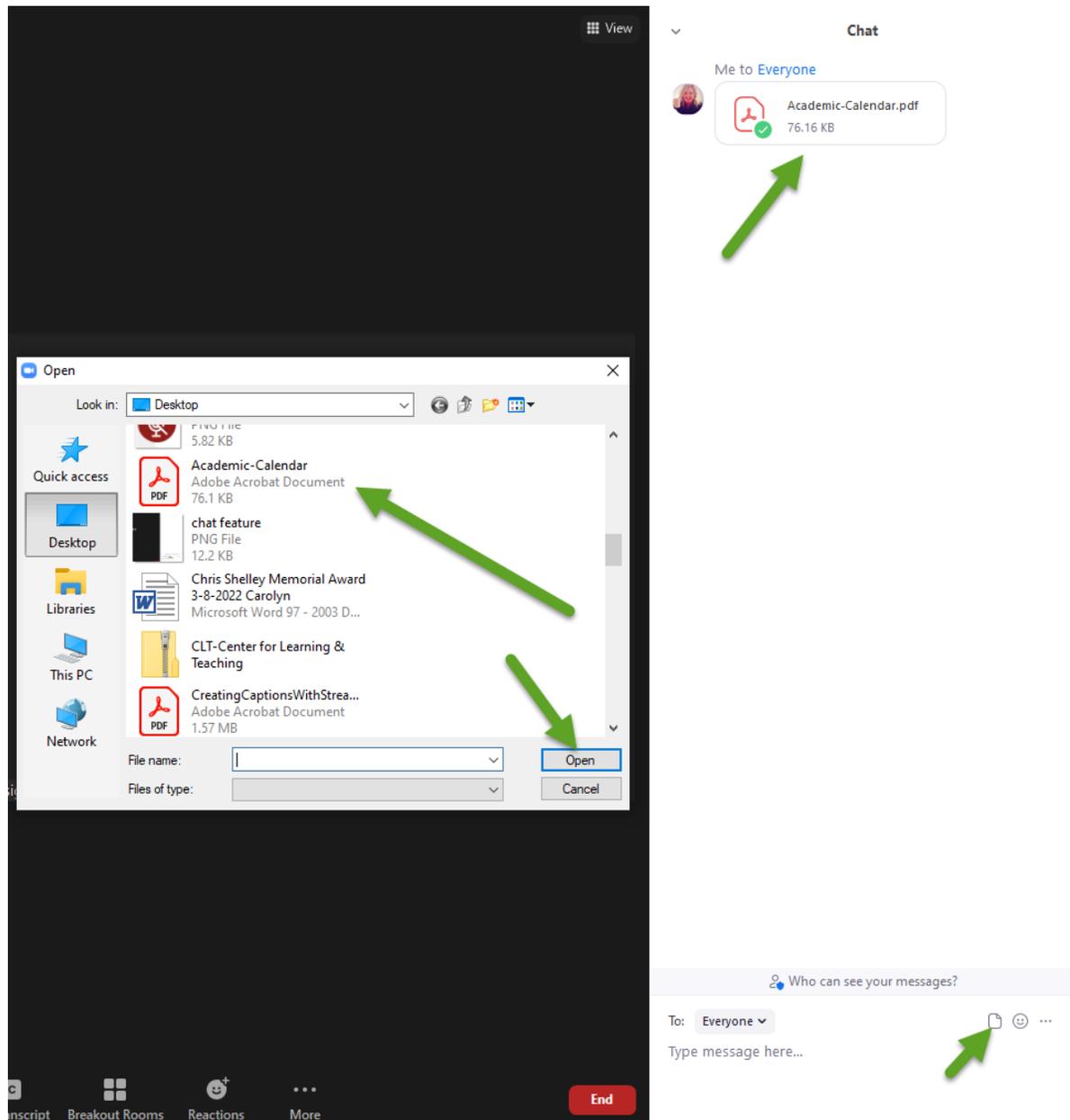
3. After you have selected a participant to chat with, begin typing your message in the “type message here” section.



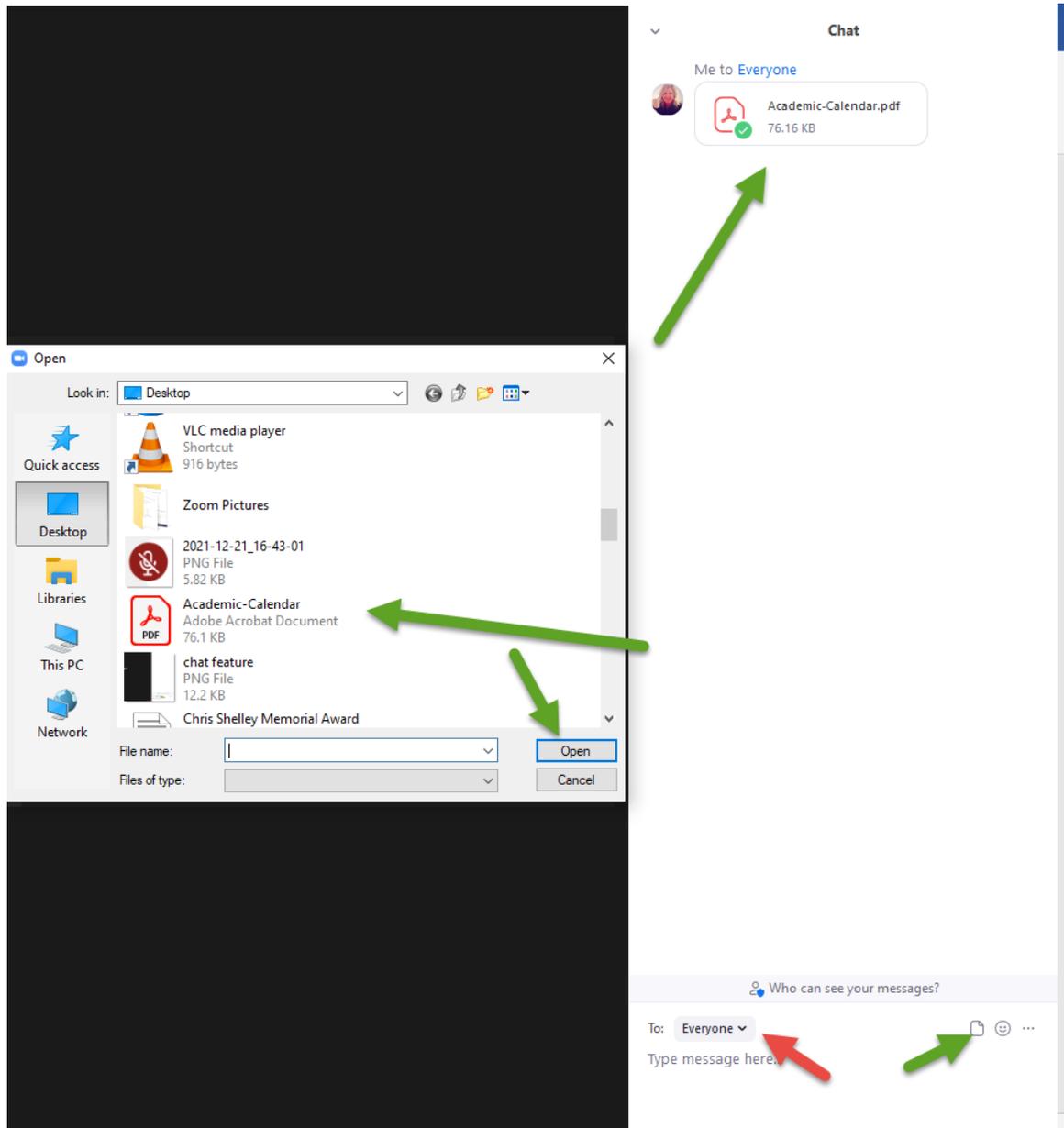
4. Meeting hosts can click the three dots in the chat to open an options menu to change who participants can chat with in a chat stream.



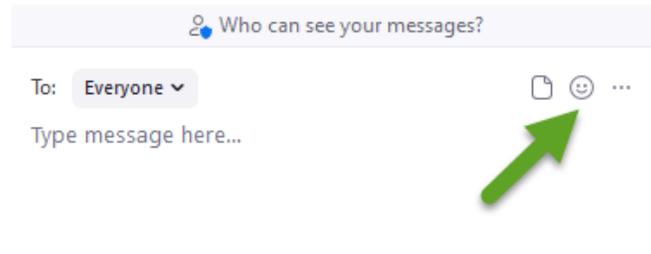
- The host and participants have access to share files in the chat stream. Clicking the file icon in the right corner of the chat menu opens the files on the computer, allowing the ability to download a file.



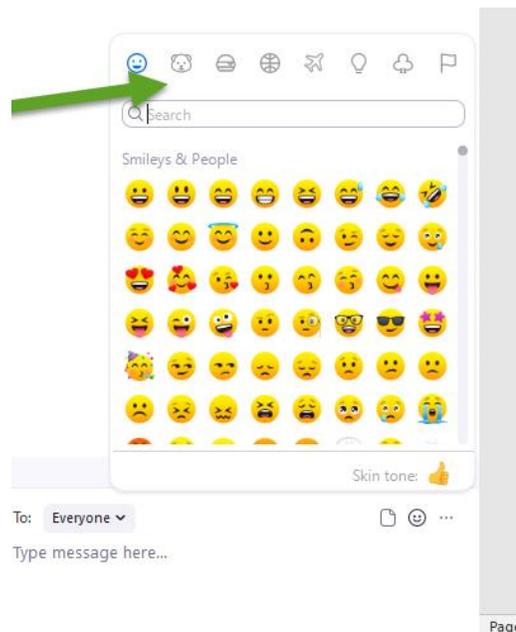
6. Make note that you can choose who you want to receive the file from when sharing a file. A selected participant can be chosen by clicking the drop-down menu in the “to” section.



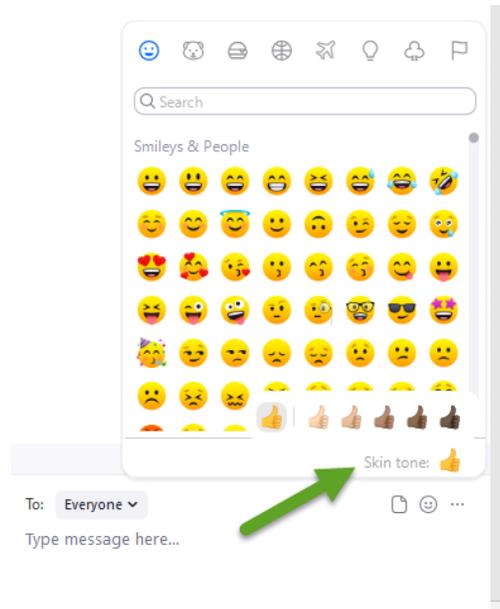
7. Participants in a Zoom chat have the opportunity to add emojis to the chat conversation.



8. Participants can choose from various emojis by toggling through the menu's emoji selection at the top.



9. Skin tone for reactions and emojis can be chosen in the emoji menu.



10. Participants can also use the search bar in the emoji menu to quickly look up emojis. Also, the "frequently used" section will collect emojis used in the chat for quicker access.

