

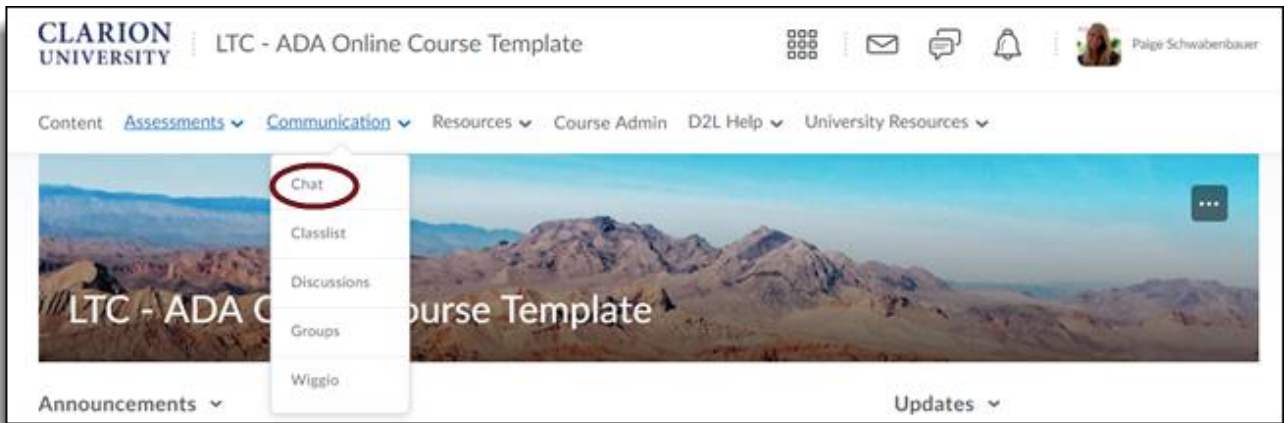
## Chat

The Chat tool allows instantaneous communication with students and professors. You can hold group meetings, brainstorm ideas, or chat with a single individual.

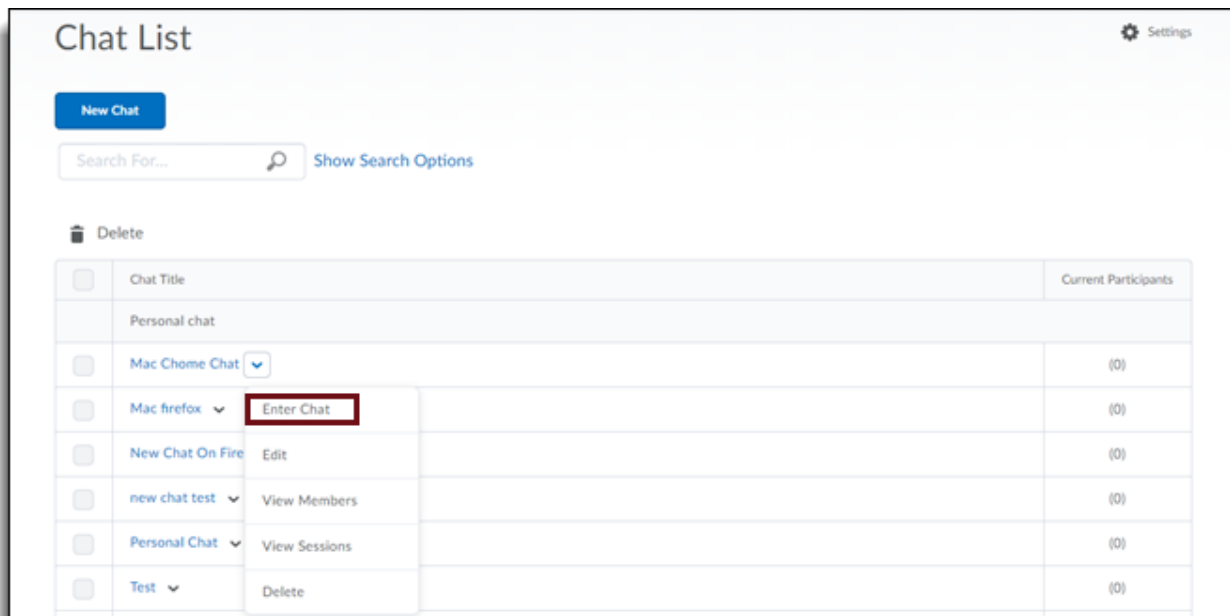
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### Entering a Chat

1. Access the Chat tool by clicking the Chat link from the "Communication drop down menu on your course Navigation Bar (if Chat is listed - instructors may not use all available tools).



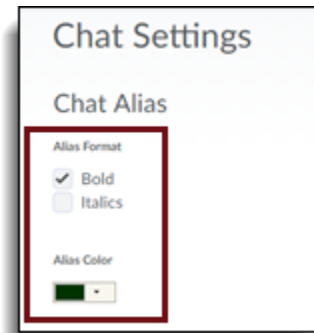
2. Select the chat you want to join from your list of chats.



## Changing your Chat Alias

You can change the appearance of your Chat Alias and sounds in the **Chat Settings** found at the top right of the Chat page.

1. Click the Settings on the List page, or in a chat.
2. Change the settings as desired:
  - Select the checkbox(es) for Bold or Italics.
  - Click the drop-down menu for Alias Color.
3. Click on the Save button.



## The Chat Window

1. Seeing Who Else is Chatting: The Participants pane displays a list of users currently signed into a chat room.
2. Adding a Message: Type a message in the text box at the bottom of the chat room and simply click the Send button.
3. Changing the Display of Messages: To change the order in which messages appear and the options to only allow new messages to be displayed in your Chat window, click the Chat Settings button at the top of the window and change all desired settings.

