Participate in a Chat

1. If a Chat session has already been created and you want to join the Chat session, click Communication on the NAVbar and select Chat.

2. Under the General Chat section, the specific Chat session will be listed.

3. Click on the hyperlinked title to join the Chat session and the Chat session will display. A list of chat participants will appear on the left-side of screen.

4. To respond to a question or to ask a question, just type your question/response in the response box to the left of the Send button and press Enter or click Send.

5. When you are ready to leave the Chat Session, Click the Exit Chat button.
Create a Chat

1. Click on Communication on the NAVbar and select Chat.

2. The Chat List screen appears.

3. To setup a Chat session, click the New Chat button. The New Chat screen appears.

4. Type a title for the Chat session, such as: Team Member Chat and enter a description.

5. Then, click the Create button to create the Chat session or click the Cancel button to discard the new Chat session.