How to Use Chat in a Zoom Meeting on Desktop

The in-meeting Zoom chat feature allows you to send instant messages to other users within a meeting or a private message to an individual participant. As the host, you can **choose who the participants can chat with** or to **disable chat entirely**. Each user can **choose in settings** to view each participant's profile photo in chat, or their initials if they have no profile photo.

Note: When sending messages to an individual participant, private chats are never visible to the meeting's host. Additionally, if the host **saves the chat**, private messages between participants do not appear on the chat transcript.

Meeting chats can be saved manually or automatically to your desktop computer, as well as automatically with a cloud recording. The **Auto Saving Chats setting** will automatically save your meeting chats locally on your computer for meetings you host, or you can manually save your chat transcript. If recording to the cloud, a transcript of public chat messages can also be saved on the cloud. Private messages between participants are not saved.

How to chat in Zoom meetings on desktop
Windows | macOS | Linux

Chat with everyone

1. While in a meeting, click **Chat** 💬 in the meeting controls.
2. In the **To:** drop-down menu, select **Everyone**.
3. Enter your message in the chat window.
4. Press **Enter** to send your message.

Send a private message
If the host has **enabled private chat**, participants can communicate with each other privately in the meeting. Hosts can't see private chats between participants.

1. While in a meeting, click **Chat** 💬 in the meeting controls.

2. In the **To:** drop-down menu, select the participant you want to chat with directly.

3. Enter your message in the chat window.

4. Press **Enter** to send your private message.
   Your message will appear in the chat window indicated by a **(Direct Message)** notification above the message.

Chat while screen sharing

While screen sharing in a meeting, click **Chat** in the meeting controls toolbar. A floating chat window will appear, which is not visible to other meeting participants.

If you receive new chat messages while screen sharing, a red icon will appear next to **Chat** 💬 indicating the amount of unread messages. Click **Chat** 💬 to open the chat window.

Use emojis in meeting chat

1. When entering your message in the chat window, click 😊 **Emoji** to open the emoji panel.

2. Search for a specific emoji or scroll through the list.
   Note: You can also easily add emojis to the message by typing **:** and at least two characters to find matching emojis to be included. For example, **:jo** will provide the :joy:, :joy_cat:, and :joystick: emojis. This requires version 5.8.0 for macOS and Windows.

Send a file in a message

If file transfer is enabled by the host, you can **send files in chat**, as well as **send a file from a third-party file sharing service**.

When entering your message in the chat window, click 📄 **File** to choose the file source and send the file.

Manage chat settings

If you're the meeting host, you can change the in-meeting chat settings.

1. While in a meeting, click **Chat** 💬 in the meeting controls.

2. Click the ellipses icon ••• to display in-meeting chat settings.

3. You can access the following options:
   - **Save chat**: Save all chat messages in a TXT file. Saved to the same location as local recording files.
   - **Participant can chat with**: Control who participants can chat with.
     - **No one**: Disables in-meeting chat.

- **Host and co-hosts**: Only the host and co-host can send messages to everyone. Participants can still send private messages to the host.

- **Everyone**: Participants can only send public messages. Public messages are visible to all participants. Participants can still send private messages to the host.

- **Everyone and anyone directly**: Participants can send public or private messages. Public messages are visible to all participants. Private messages are sent to a specific participant, and are not visible to the host.