




How to Use Chat in a Zoom Meeting on Mobile

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.




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Chat with everyone

1. While in a meeting, tap **More**  and then tap **Chat** .
2. In the **Send to:** drop-down menu, select **Everyone**.
3. Enter your message in the chat window.
4. Tap  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, tap **More**  and then tap **Chat** .
2. In the **Send to:** drop-down menu, tap the name of the participant you want to chat with directly.
3. Enter your message in the chat window.
4. Tap  to send your private message.
Your message will appear in the chat window indicated by a **(Direct Message)** notification above the message.

Incoming chats are displayed at the bottom of your screen. Tap **More** ... and then tap **Chat**  to view them.

Manage chat settings

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

1. While in a meeting, tap **More** ... and then tap **Security** .
2. Under **Allow Participants to:**, tap **Chat with**.
3. Choose from the following options:
 - **No one:** Disables in-meeting chat.
 - **Host Only:** Only the host and co-host can send messages to everyone. Participants can still send private messages to the host.
 - **Everyone Publicly:** Participants can only send public messages. Public messages are visible to all participants. Participants can still send private messages to the host.
 - **Everyone:** 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.