How to Use Chat in a Zoom Meeting on the Web Client

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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Web client

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.

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:
    - **Participant can chat with**: Control who participants can chat with.
        - o **No one**: Disables in-meeting chat.

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

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

        - o **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.