



How to Use Chat in a Collaborate Ultra Session

In this handout you will learn how to:

- 1. Have a private chat with other moderators
- 2. Use chat emoji

How to Have Private Chat with Other Moderators

When you join the Ultra session, and click *Chat* panel, you can chat with everyone default. To chat with other moderators, from the *Chat* panel, click dropdown menu, and select *Moderators*.

Chat				Chat			
Chat with: Everyone			C	Chat with: Everyone			
۲	Karissa G Howdy!	9:00 AM		Everyone Moderators			
	Gail howdy	9:00 AM	C	3	Gail howdy	9:00 AM	
1	Brian howdee 😎	9:00 AM		0	Brian howdee 😎	9:00 AM	
۲	Deniz Uzunosmanoglu good morning!	9:00 AM			Deniz Uzunosmanoglu good morning!	9:00 AM	
	Deniz Uzunosmanoglu thank you for joining the session!	9:00 AM			Deniz Uzunosmanoglu thank you for joining the session!	9:00 AM	
	Anita Good morning everybody!	9:01 AM			Anita Good morning everybody!	9:01 AM	
	Anita @ Deniz You're welcome	9:01 AM			Anita @ Deniz You're welcome	9:01 AM	
Say so	Say something			Say something 😂 🚱			
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How to Use Chat Emoji

When you are in Chat panel, click emoji icon, and select an emoji that you want to send other participants.

