

In-meeting chat

Overview

The in-meeting chat allows you to send chat messages to other users within a meeting. You can send a private message to an individual user or you can send a message to an entire group. As the host, you can choose who the participants can chat with or to disable chat entirely.

In-meeting chat can be saved manually or automatically. Auto-save chat will automatically save your in-meeting chat locally on your computer. You can also manually save your chat when you start local or cloud recording.

Note: Private messages between participants are not viewable by the host.

This article covers

- Accessing in-meeting chat (desktop)
 - Video only or while viewing a screen share
 - While screen sharing
- Accessing in-meeting chat (mobile)
- Changing in-meeting chat settings

Prerequisites

- Meeting with Chat Enabled

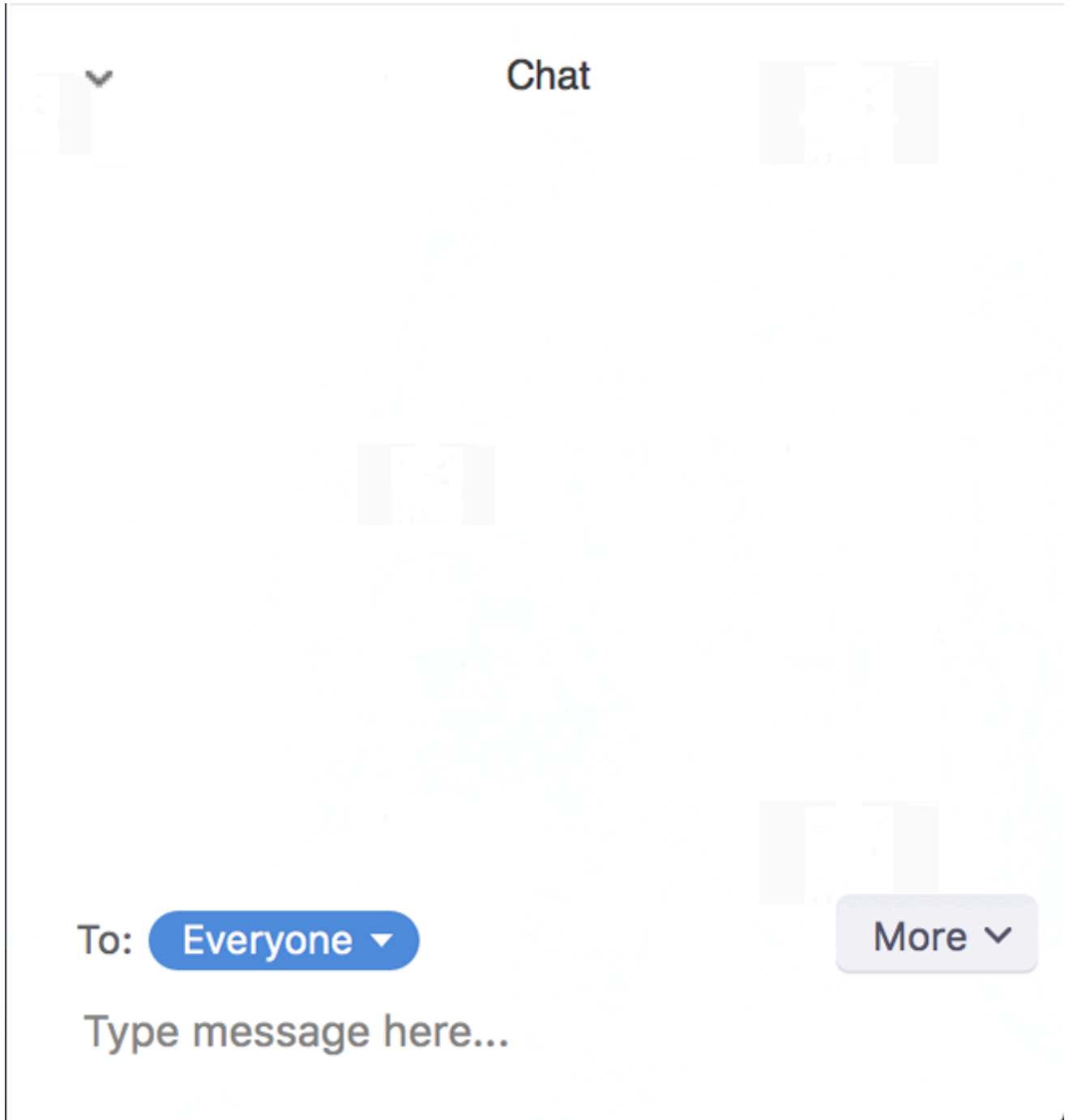
Accessing in-meeting chat (desktop)

Video only or while viewing a screen share

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



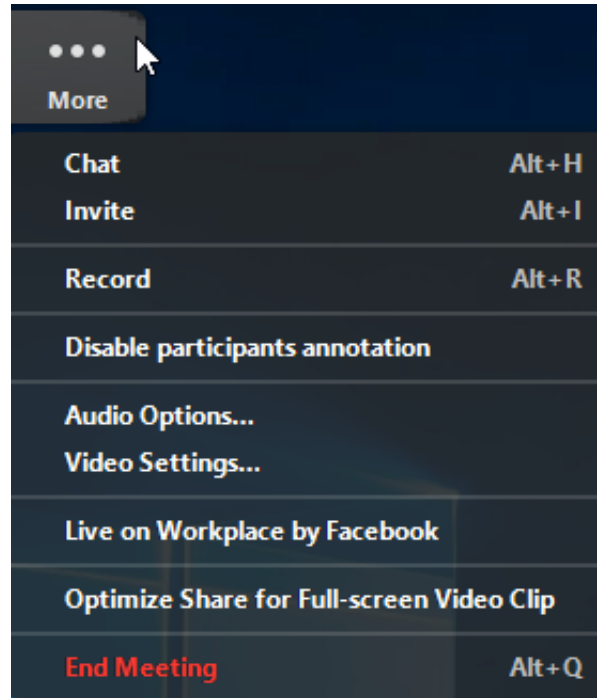
2. This will open the chat on the right. You can type a message into the chat box or click on the drop down next to **To:** if you want to send a message to a specific person.



3. When new chat messages are sent to you or everyone, a preview of the message will appear and Chat will flash orange in your host controls.

While screen sharing

1. While screen sharing, click **More** in the meeting controls. Choose **Chat**.



2. A floating chat window will appear.
3. If you receive new chat messages while screen share, the more button will flash orange to indicate the incoming message. You can click on **More**, then **Chat** to open the window.

Accessing in-meeting chat (mobile)

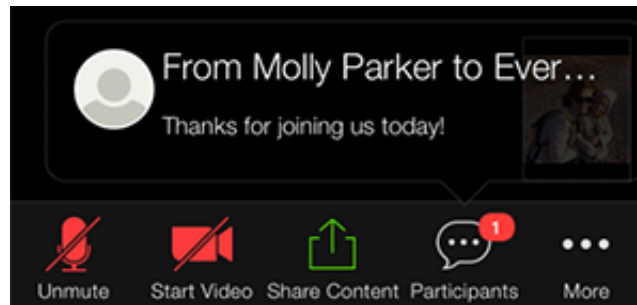
1. While in a meeting, tap the screen to make the screen to make the controls appear.
2. Click on **Participants**.



3. At the bottom of the participants list, click on **Chat**.



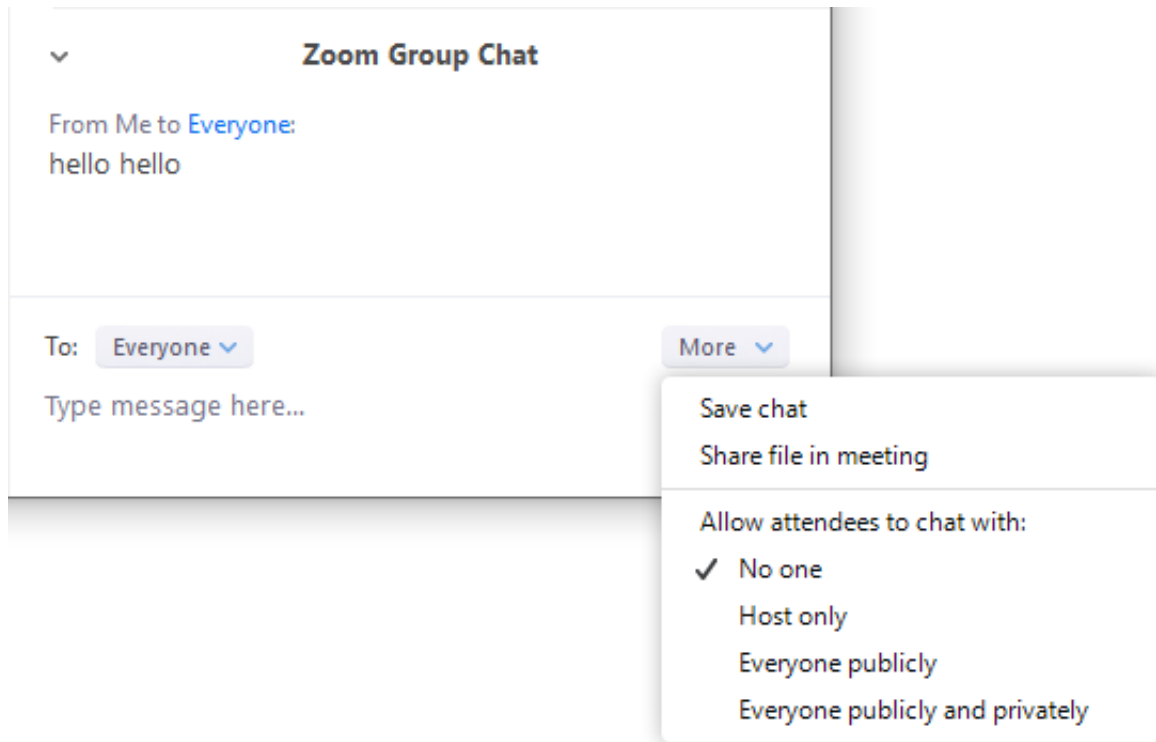
4. You can type your chat message and click **Send** or if you want to change who it is being sent to, click the arrow next to Send to: and choose a different person or group of people.
5. Incoming chats will be displayed at the bottom of your screen and you can click on **Participants** then **Chat** to view them.



Changing in-meeting 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 **More** to display in-meeting chat settings.



3. You can access the following options:

- **[Save chat](#)**: Save all chat messages in a TXT file.
- **[Share file in meeting](#)**: Send a file in the chat.
- **Allow attendees to chat with:** Control who participants can chat with.
 - **No one**: Disables in-meeting chat.
 - **Host only**: Only the 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 publicly and privately**: Participants can send public or private messages. Public messages are visible to all participants. Private messages are sent to a specific participant.

Nonverbal feedback during meetings

Overview

If the meeting organizer enables the Nonverbal feedback feature, meeting participants can place an icon beside their name to communicate with the host and other participants without disrupting the flow of the meeting. For example, clicking **Raise Hand** places the raise hand icon beside your name to simulate a hand raise.

All participants can see the icons that everyone else has chosen. In addition, the host sees a summary of how many participants are displaying each icon, and has the option to remove all feedback.

This article covers:

- Enabling nonverbal feedback
- Providing and managing feedback

Prerequisites

Zoom client version 4.0.25513.0228 or later for Windows or Mac

Enabling nonverbal feedback

Account

To enable nonverbal feedback for all members of your organization:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
2. Click **Account Management** > [Account Settings](#).

3. Navigate to the **Meeting** tab > **In-Meeting (Basic)** and verify that **Nonverbal Feedback** is enabled.
4. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, click **Turn On** to verify the change.


Nonverbal feedback

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. 



5. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.

Nonverbal feedback

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. 



Group

1. Sign in to the Zoom web portal as an administrator with the privilege to edit groups.
2. Click **User Management** > [Group Management](#).
3. Click the name of the group, then click the **Settings** tab.
4. Navigate to the **Nonverbal feedback** setting in the **Meeting** tab > **In-Meeting (Basic)** and verify that the setting is enabled.
5. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

Nonverbal feedback

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. 



6. Note: If the option is grayed out, it has been locked at the account

level, and needs to be changed at that level.

- (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon, and then click **Lock** to confirm the setting.

Nonverbal feedback

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. 



User

To enable the Nonverbal Feedback feature for your own use:

- Sign in to the Zoom web portal.
- Click **Account Management** > [Account Settings](#) (if you are an account administrator) or [Settings](#) (if you are an account member).
- Navigate to the **Meeting** tab > **In-Meeting (Basic)** options and verify that the **Nonverbal Feedback** setting is enabled.
- If the setting is disabled, click the status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Nonverbal feedback

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. 



Modified [Reset](#)

- Note: If the option is grayed out, it has been locked at either the group or account level, and you will need to contact your Zoom administrator.

Providing and managing feedback

Providing nonverbal feedback during meetings (participants)

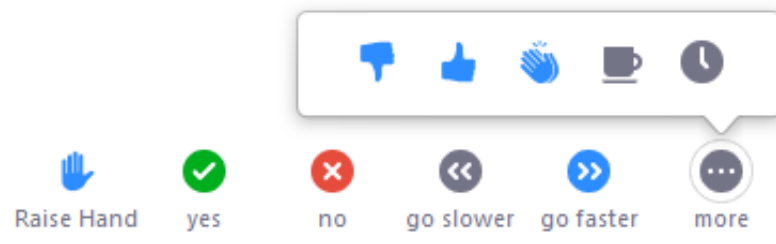
To provide nonverbal feedback to the host of the meeting:

1. Join a Zoom meeting as a participant.
2. Click the **Participants** button.



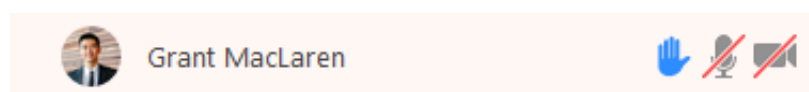
3. Click one of the icons to provide feedback to the host. Click the icon again to remove it.

Note: You can only have one icon active at a time.



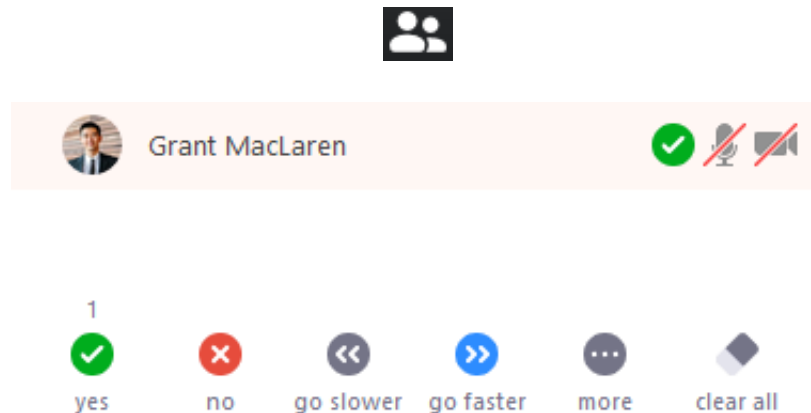
- Raise Hand / Lower Hand
- yes
- no
- go slower
- go faster
- Additional icons are available by clicking the more button:
 - agree
 - disagree
 - clap
 - need a break
 - away

The icon will appear next to your name in the participants list.



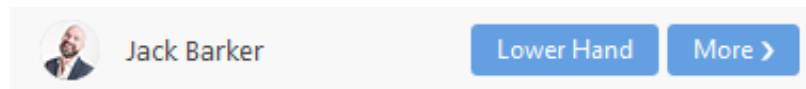
Managing nonverbal feedback (hosts)

Click the **Participants** button to see a list of participants and their nonverbal feedback.



In the participants list, you can view and manage feedback using these features:

- If a participant clicked on a feedback icon, you'll see that icon beside their name.
- The number above each feedback icon shows the how many participants have clicked on that icon.
- If a participant clicked raise hand, you can lower their hand by hovering over their name and clicking **Lower Hand**.



- Click **clear all** to remove all nonverbal feedback icons.

Providing nonverbal feedback during meetings (participants)

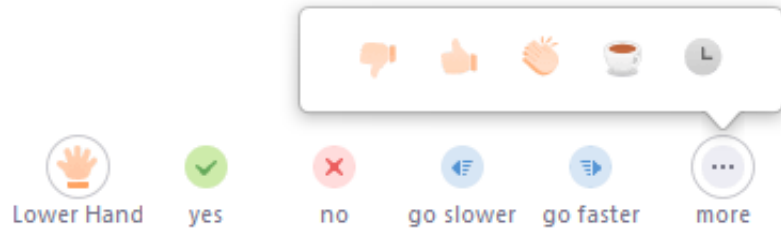
To provide nonverbal feedback to the host of the meeting:

1. Join a Zoom meeting as a participant.
2. Click the **Participants** button.



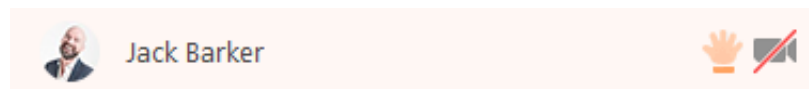
3. Click one of the icons to provide feedback to the host. Click the icon again to remove it.

Note: You can only have one icon active at a time.



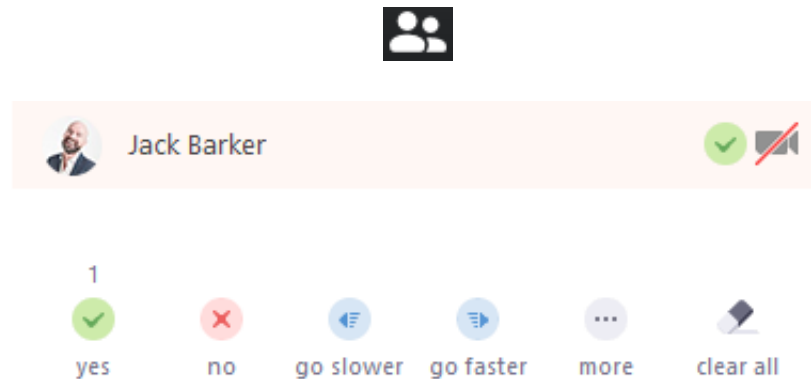
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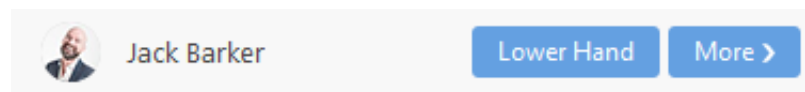
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Providing nonverbal feedback during meetings (participants)

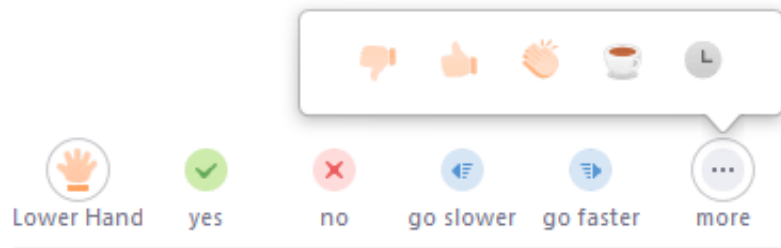
To provide nonverbal feedback to the host of the meeting:

1. Join a Zoom meeting as a participant.
2. Click the **Participants** button.



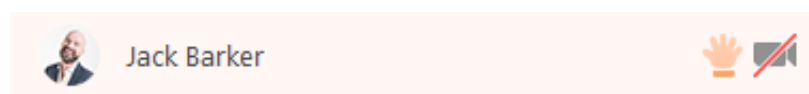
3. Click one of the icons to provide feedback to the host. Click the icon again to remove it.

Note: You can only have one icon active at a time.



- Raise Hand / Lower Hand
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- go faster
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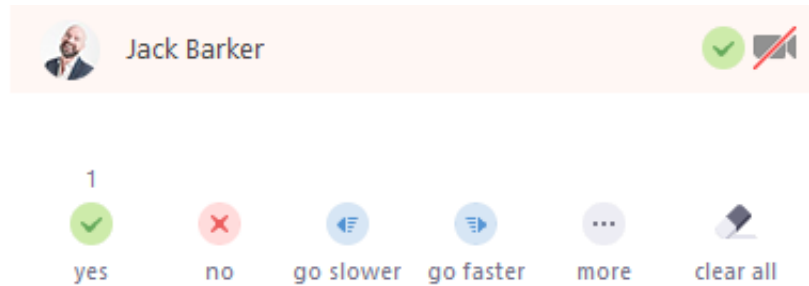
The icon will appear next to your name in the participants list.



Managing nonverbal feedback (hosts)

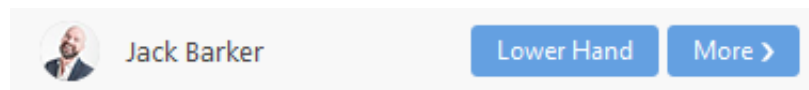
Click the **Participants** button to see a list of participants and their nonverbal feedback.





In the participants list, you can view and manage feedback using these features:

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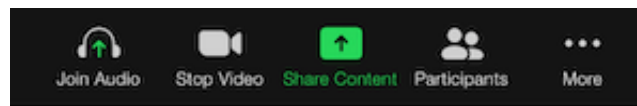


- Click **clear all** to remove all nonverbal feedback icons.

Providing Nonverbal Feedback During Meetings (Attendees)

To provide nonverbal feedback to the host of the meeting:

1. Join a Zoom meeting as a participant.
2. Click **More**.

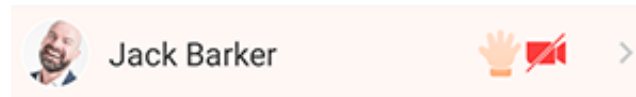


3. Click one of the icons to provide feedback to the host. Click the icon again to remove it.

Note: You can only have one icon active at a time.

- raise hand
- yes
- no
- go slower
- go faster
- Additional icons are available by clicking the **more** button:
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 - disagree
 - clap
 - need a break
 - away

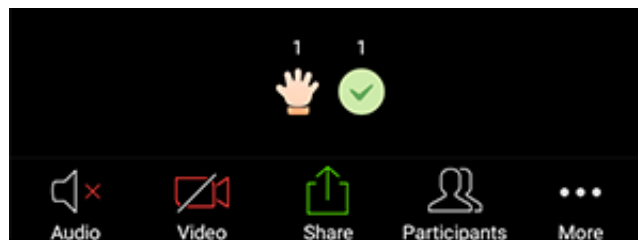
The icon will appear next to your name in the participants list.



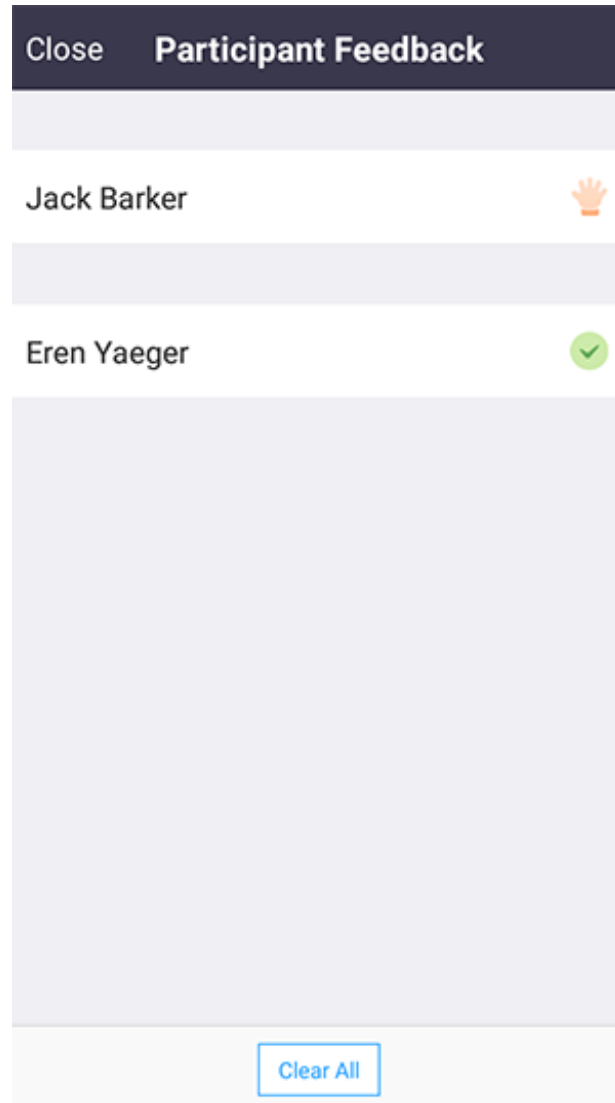
Managing Nonverbal Feedback (Hosts)

You can view and manage feedback using these features:

- If participants have given nonverbal feedback, the in-meeting screen will display the number of participants that have clicked on that icon.



- To remove all nonverbal feedback icons, click a nonverbal feedback icon on the in-meeting screen, then click **Clear All**.



- If a participant clicked **raise hand**, you can lower their hand by tapping their name in the participants list and clicking **Lower Hand**.

