Using Chat

1. Log in to D2L and go to your course.
2. Select Communication then Chat from the course navigation bar.
3. Select the name of the chat you want to enter.
4. Enter your message in the box at the bottom of the screen and select Send.
5. Select Exit Chat to leave the chat.

Create a Personal Chat

**Note:** Only people you enroll in your personal chat will be able to view it.

1. Log in to D2L and go to your course.
2. Select Communication then Chat from the course navigation bar.
4. Enter a Title and select Create.
5. On the Chat List page, select the down arrow next to the personal chat you just created.
6. Select View Members.
7. Select Add Members.
8. Select the people to add to your personal chat and select Add.