

### 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.
3. Select **New Chat**.
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**.