

Chatting

A chat is an online conversation among users who are currently connected to a server.

To contribute to a chat, type your comment in the input area of the chat window, then click Send.

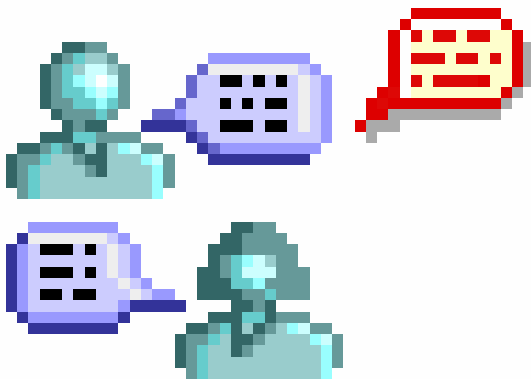
Responding to a chat invitation

If you are invited to chat, you will see a chat invitation showing the name of the user who invited you. To decline the chat invitation, click Decline. To join the chat, click Accept. The chat window opens and your name is added to the "Participants" list.



Joining a public chat

A public chat is created by your administrator. It appears as an icon inside a conference or folder. When a public chat has active participants, a red balloon appears beside the icon:



To join the chat, double-click it.

Starting a private chat

- 1 Choose Collaborate > Private Chat.
- 2 Click Invite to invite users to your chat.
- 3 Select the users you want to invite from the Who's Online list.
- 4 Contribute to the chat as you would to any other chat.