

Zoom Chatbox for PC

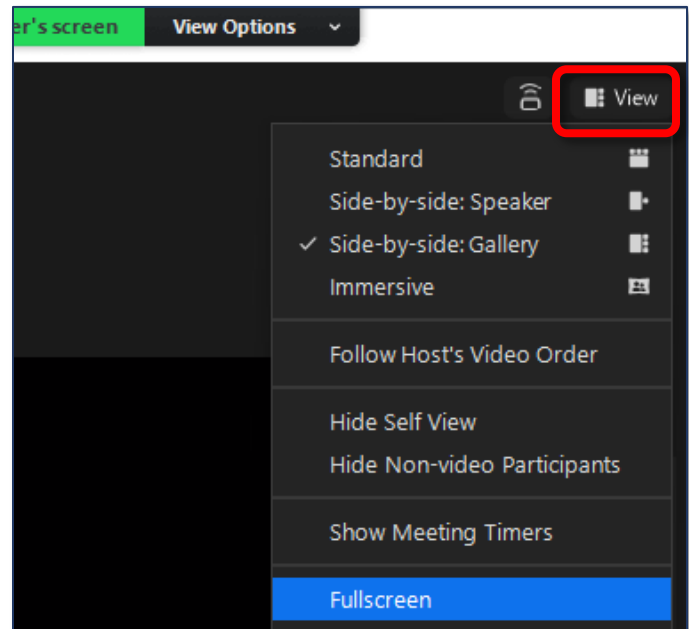
If you have only one monitor, and the chatbox is in your way while during a Zoom session, you have options to rearrange your Zoom window.

Fullscreen vs Restore vs Maximize

When you are viewing a shared screen session, Zoom automatically changes to Full Screen. Unfortunately, you cannot merge the chatbox to the Zoom window in full screen, so you will need to exit full screen within Zoom, and then Maximize the window.

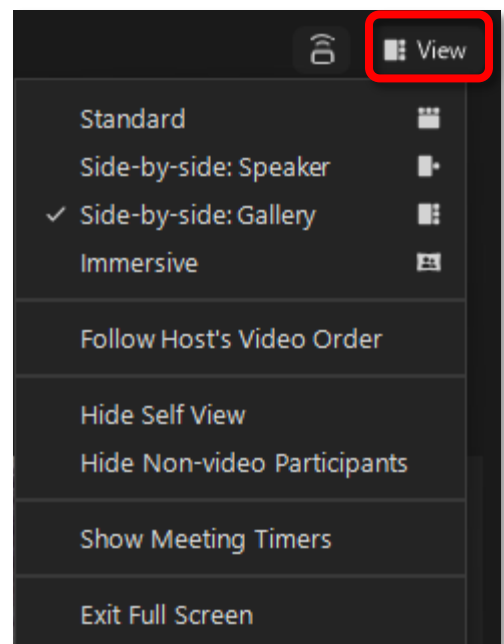
Enter Fullscreen

1. Towards the upper right corner of the window, click the **View** button.
2. From the drop down menu select **Fullscreen**.



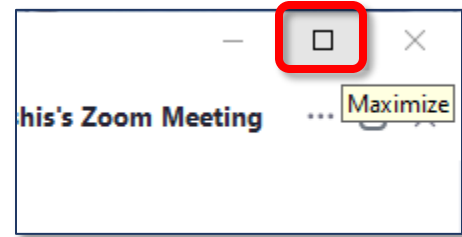
Exit Fullscreen

1. Towards the upper right corner of the window, click the **View** button.
2. From the drop down menu select **Exit Full Screen**.



Maximize the Zoom Window

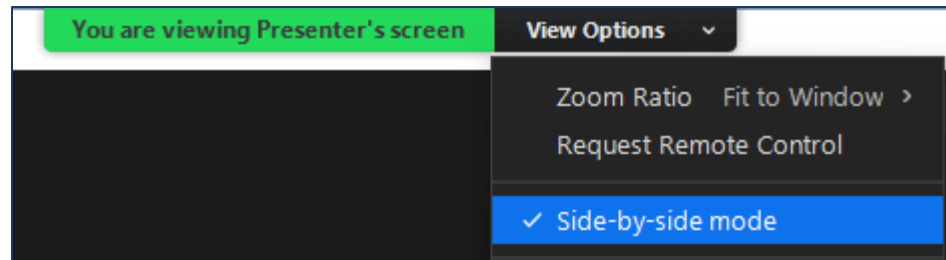
1. In the top right corner of the Zoom window, click the **Maximize** button.



Zoom Views During Screen Sharing

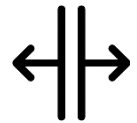
When the host (instructor) is sharing their screen with you, there are additional View options available.

1. At the **center** of the screen, click **View Options**.
2. Select or deselect **Side-by-side mode**.

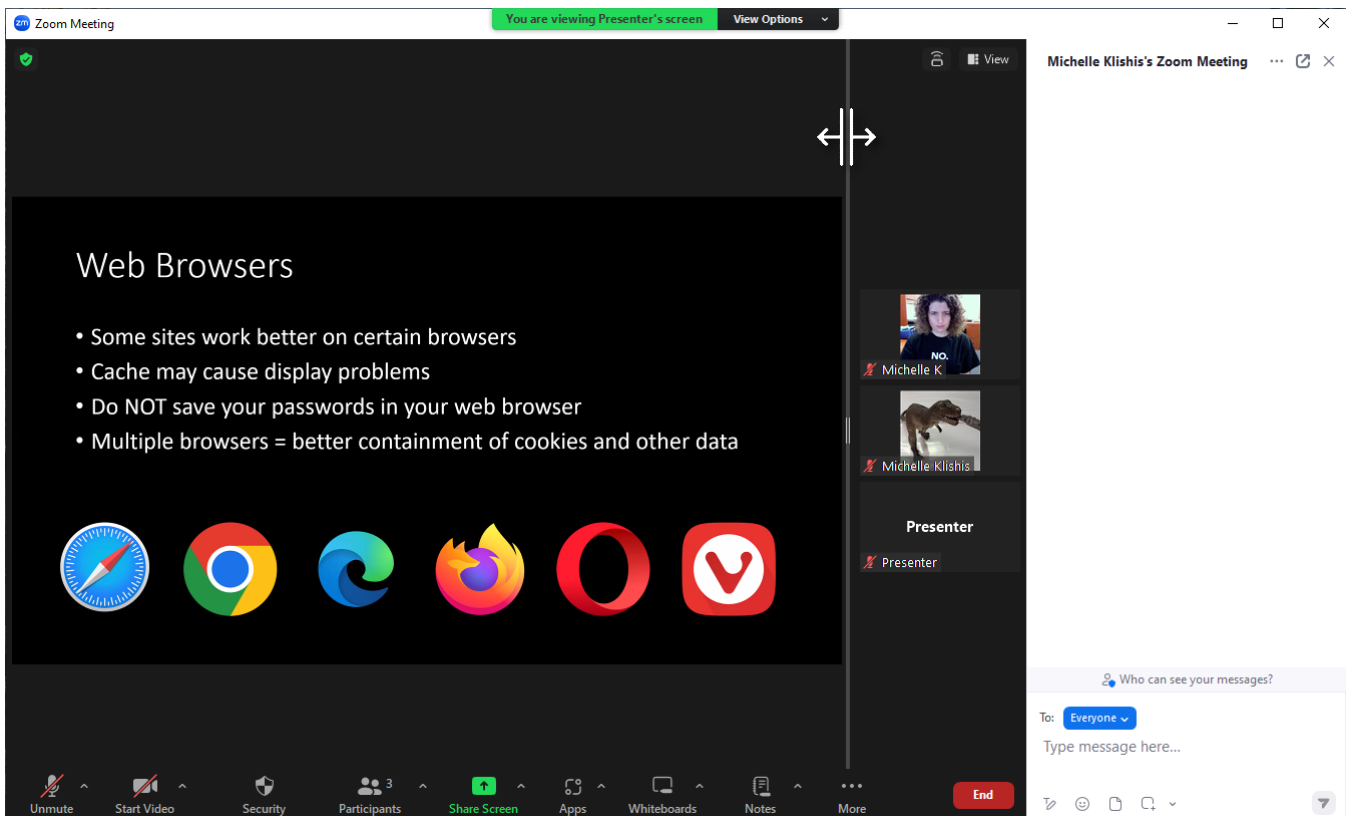


Resizing Zoom Panels

When various elements are merged to the meeting window, you can resize those panes. Hover your cursor over a dividing line until you see the double headed arrow.



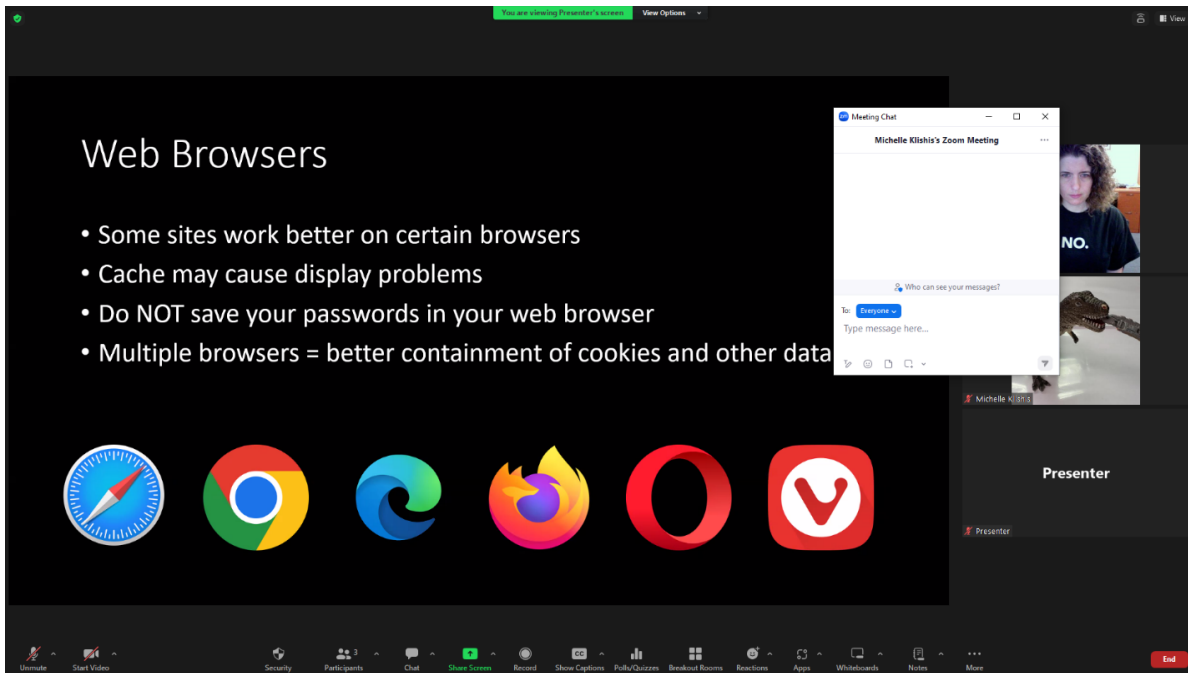
While that double headed arrow is present, click and drag to resize the pane.



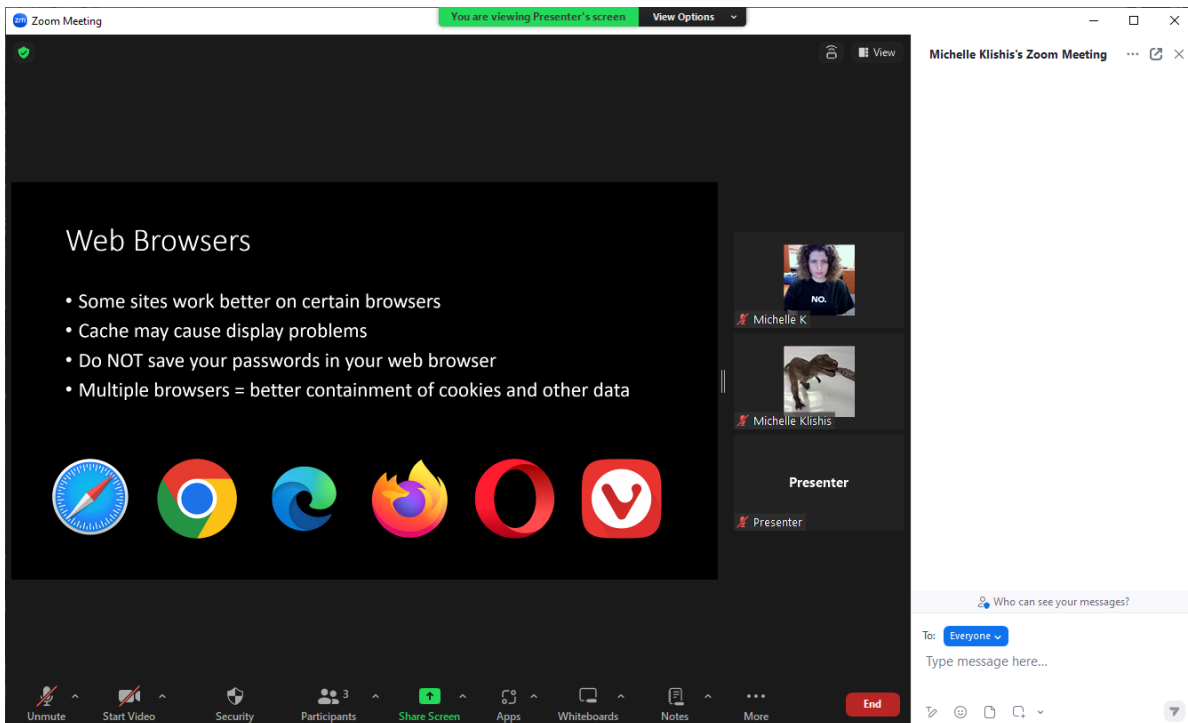
Chat Box

If you want to use the chat box during a Zoom session that has a shared screen presentation, you may need to play around with the Zoom layout a bit to find the layout that works best for you.

Floating Chatbox

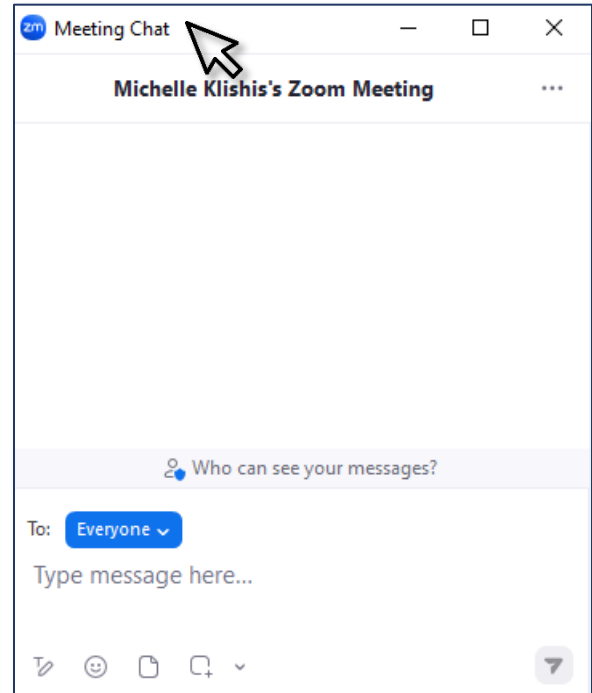


Merged Chatbox



Move the Chat Box

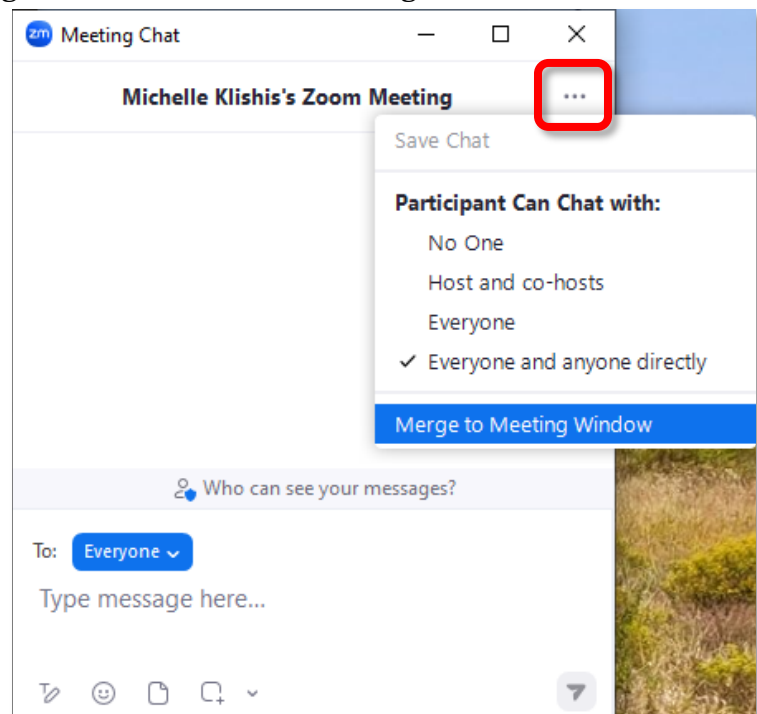
1. Move your cursor over the title bar of the floating chatbox.
2. While your cursor is in the title bar, click and drag to move the chatbox to a new location.



Merge the Chatbox

In many (but not all) views, you can merge the chatbox to the meeting window so it does not cover/hide any of the screen.

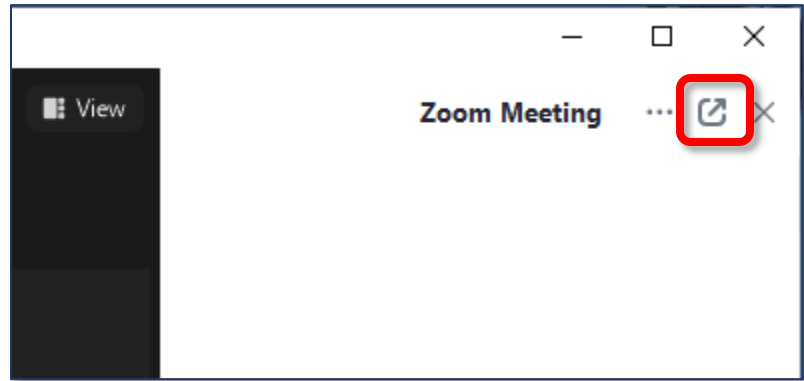
1. Towards the upper right corner of the chat box, click the ellipse button.
2. From the drop down menu, select Merge to Meeting To Meeting Window.



Pop Out the Chatbox

If you have multiple monitors and would like to move the chatbox to a different monitor, you can use the pop out button on a merged chat window.

1. Towards the upper right corner of the merged chatbox, click the pop out button.



Private Chats

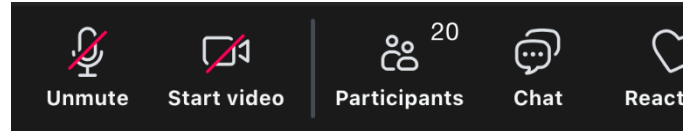
You can send private messages to others attending the Zoom session.

Sending Private Chats

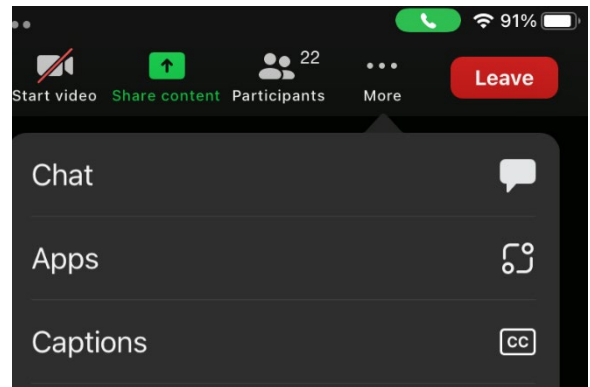
1. Open the chat box.
 - a. On a PC, move your mouse to see the Zoom menu, then click **Chat**.



- b. On an iPad, tap the screen, then in the menu at the bottom of the screen tap More and then tap **Chat**.

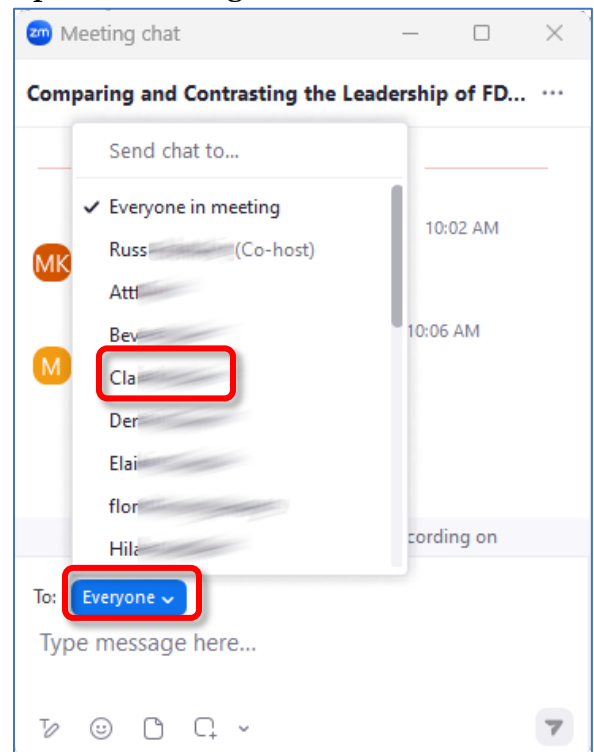


- c. On a phone, tap the screen, then in the menu at the top of the screen tap **Chat**.

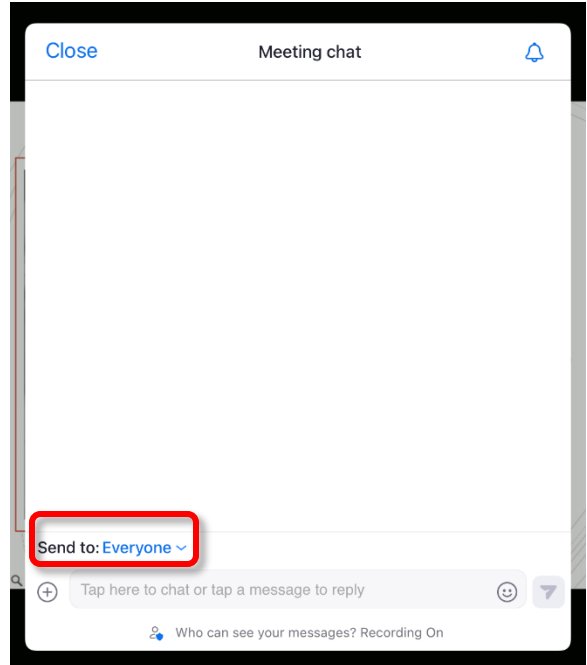
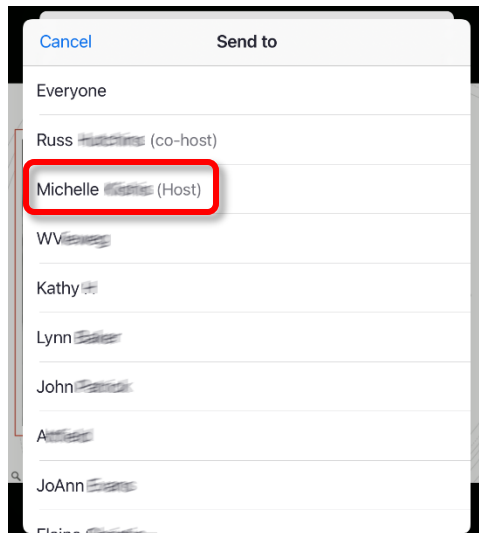


2. In the chatbox, tap **Everyone** to bring up a list of everyone in the Zoom session, then select the name of the person to whom you want to send a private message.

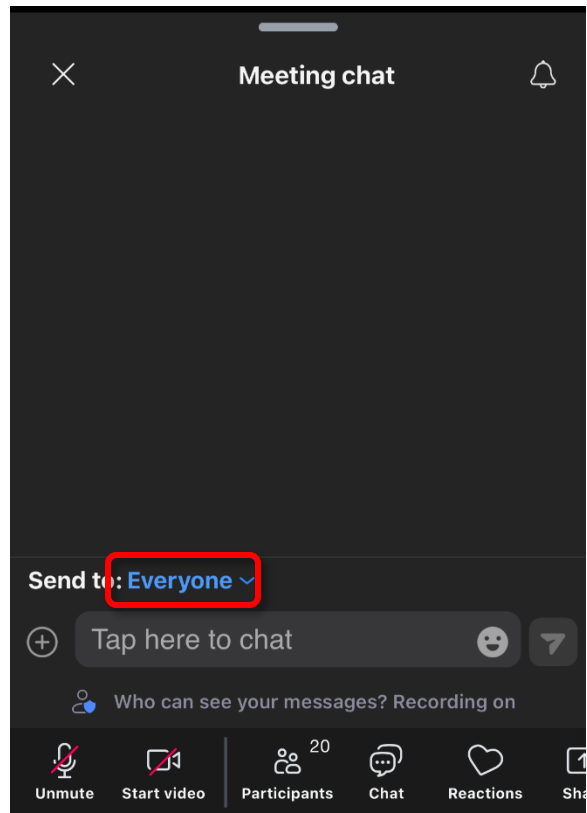
- a. On a PC:



b. On an iPad:



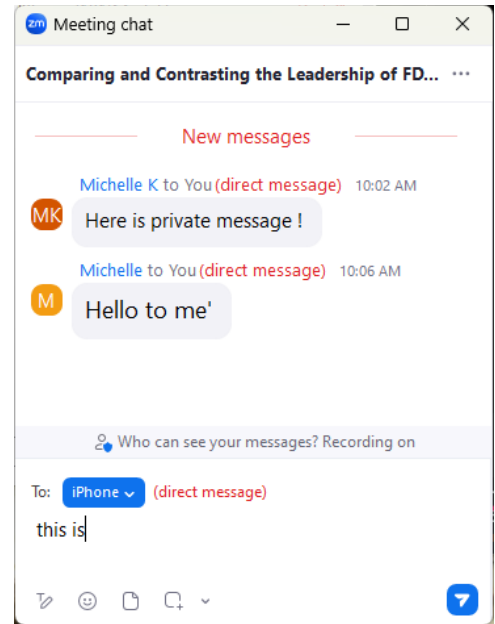
c. On an iPhone:



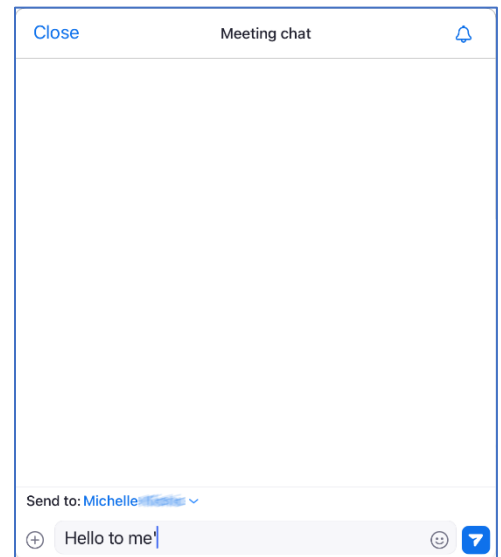
3. Type in the message you want to send.
4. Tap the blue **Send** icon to send the message.



- a. On a PC: tap the blue send icon in the lower right corner **OR** press the **Enter** key on the keyboard.



- b. On an iPad:



- c. On a phone:

