

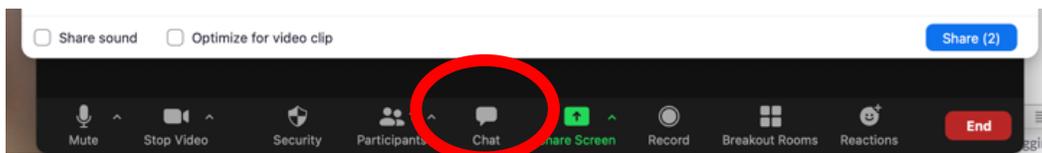
CALGARY HORTICULTURAL SOCIETY

CHAT AND REACTIONS

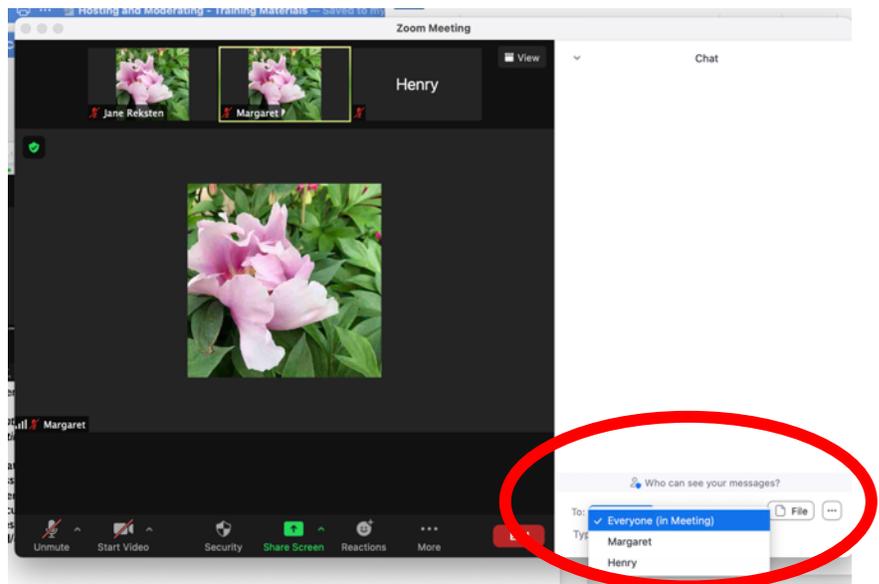
Module # 8

CHAT

Access Chat through the bottom of your Zoom window. Clicking on the Chat button will open up a panel to the right.

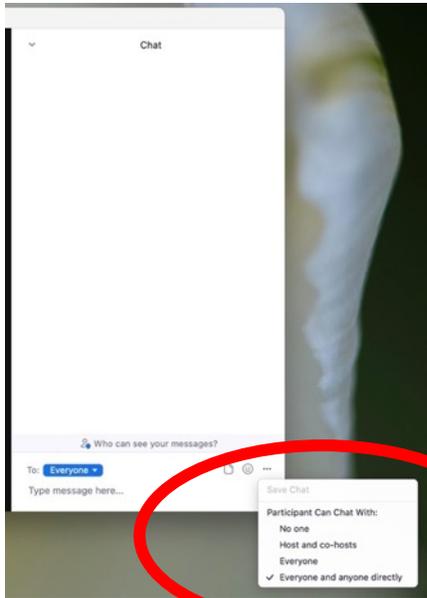


Use the space the bottom to type in your questions. Any text that is typed will be visible by the Everyone in the meeting, or by selected participants. Click on the **Drop Down** list to see the options.



Not only is Chat a good way to convey information to the audience (usually used by the Host or Moderator, at times with some direction from the Presenter) but it can also be used to invite the audience to interact and engage without the confusion of multiple unmuted attendees.

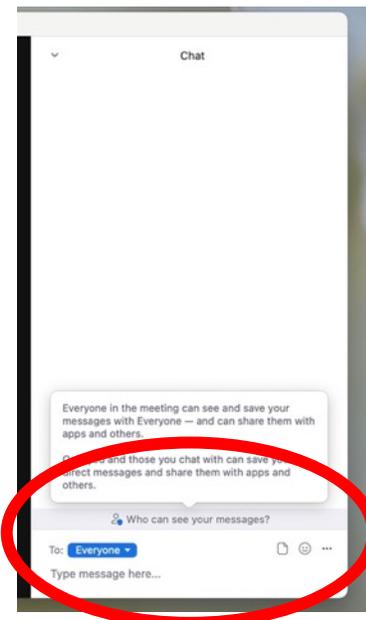
You can ask a question, and ask participants to type in their answer (yes, no, or a specific reply) and review the results with the audience – they can see them at the same time. This is also a very common way for the audience to ask questions of the speaker. These can be answered during the presentation (if the Host/Moderator feels it is important for clarification of what is being discussed, or if there is a natural break) or saved until the end.



Chat also allows the exchange of messages between select individuals. This can be helpful if an attendee is having technical issues – their question can be addressed directly to the Host. Or if the Host has a specific message to the Speaker, it can be sent to them, and the rest of audience will not see it. Recipients of a particular message are chosen from the drop down list.

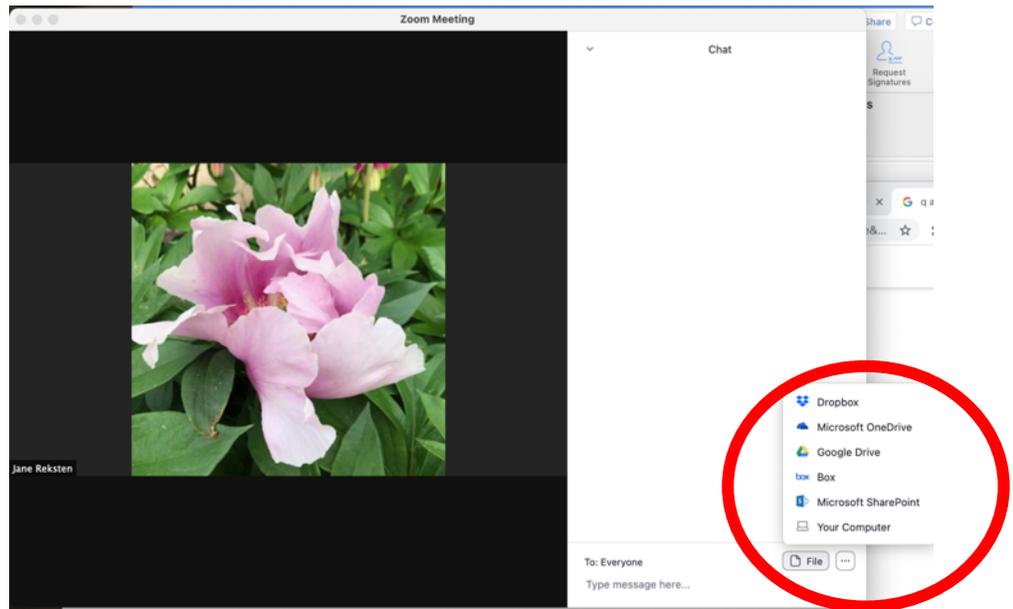
As Host you can set the list of options available to Participants – click on the **three dots**.

Chat content can be saved. Click on **Who can see your messages?** to learn more about who is able to save what.

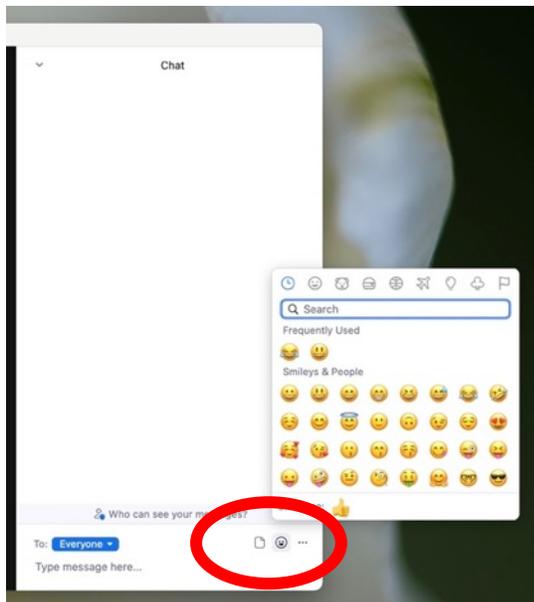


Chat can also be used to engage with the audience by providing information that is either missing from the presentation, or might be useful for the audience to have for their own reference. This could include web links that can be directly copied and pasted into the Chat, or documents such as handouts can be provide via a link from which attendees can download. As a

Presenter you might plan ahead of time for these to be made available. Your Society contact and/or your Host/Moderator should be able to assist you with this.



Click on the **File** button to choose where to select a document from.



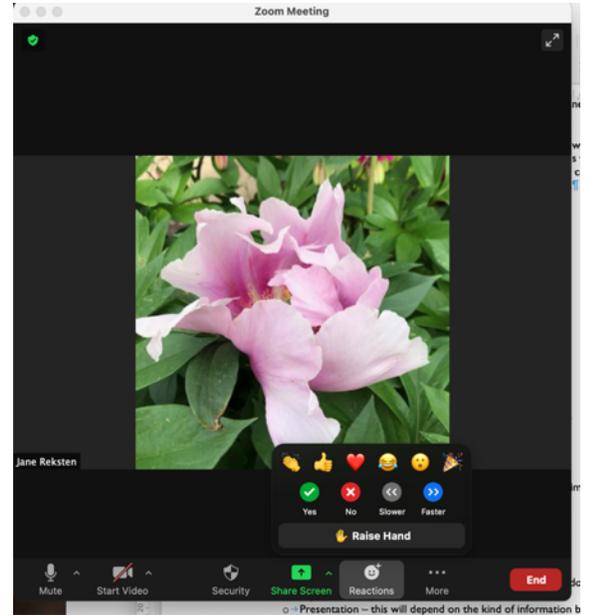
You can also add emojis to the Chat window. Click on the **Emoji** button to choose.

Chat in a Webinar is much the same, but options will depend on what has been set up in the Meeting Settings.

REACTIONS

If you are using Gallery View and can see most or all of your attendees, the Reactions buttons can be a great way to get the audience to engage. This might be easiest carried out before a presentation, or at least when there is no screen sharing happening, and Gallery View is in use.

You can ask a question and get a thumbs up, yes or no, check mark etc. A great way to get a quick sense of the audience. Think about a question you might have asked the audience if you were delivering in person and use it here. This simple action of the attendee clicking on their screen, seeing the result and viewing others creates a sense of engagement, making them less likely to just 'tune out'.



Most Reactions will disappear from participants window after a few seconds. The exceptions are Raised Hand, and Faster and Slower. These need to be removed by the Host or the Participant by using the three dots, or in Reactions, choosing Lower Hand or by re-clicking the icon.

