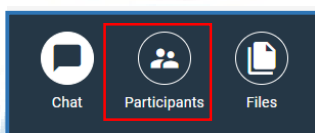# COURTCALL: Chat Feature

If the conference is Moderator assisted, participants may request assistance from the CourtCall moderator verbally when their audio line is open or through the chat feature.

Chat with Moderator

The chat feature offers a quick and efficient way of communication between parties. CourtCall Moderators are also able to create group chats between users in the call, at the Host's direction.
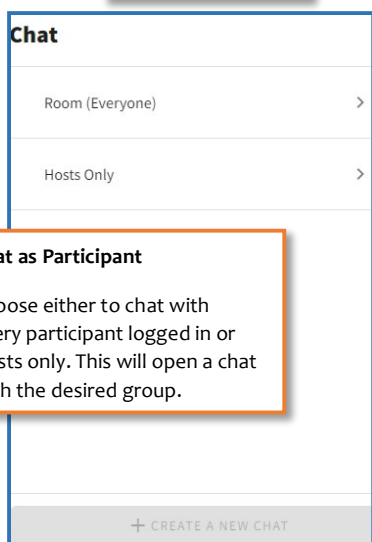
Please note: Chats will automatically be purged by the CourtCall system when Host ends the meeting.

To initiate the chat function, click the '**Chat**' button in the bottom control bar. Participants will have access to chat everyone in the room or all Hosts (Moderator and anyone logged in as a Host).

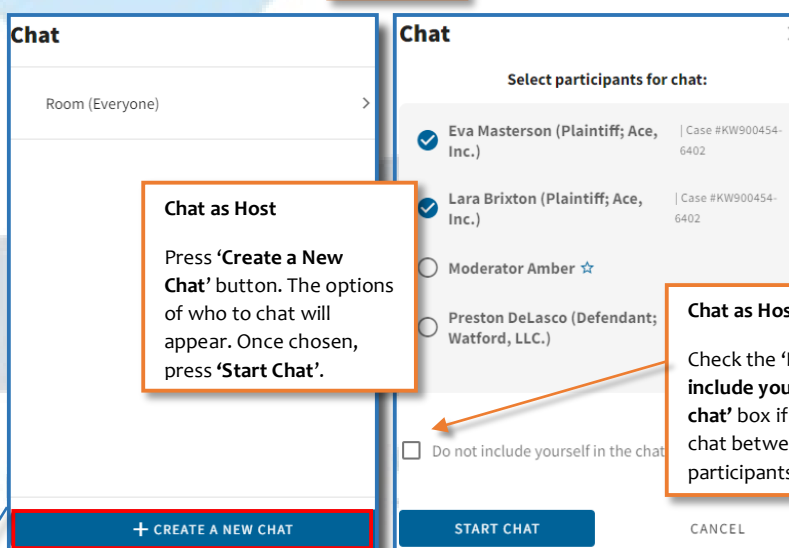### Inside Chat Feature for Hosts and Participants

Participant Chat

Host Chat

Chat as Participant

Choose either to chat with every participant logged in or Hosts only. This will open a chat with the desired group.
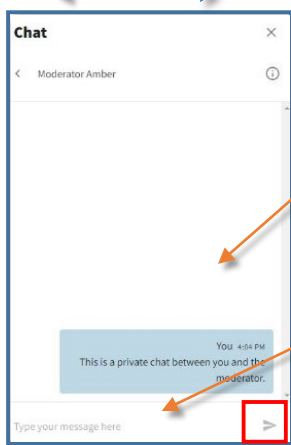
Chat as Host

Press '**Create a New Chat**' button. The options of who to chat will appear. Once chosen, press **'Start Chat'**.

Chat as Host

Check the '**Do not include yourself in this chat'** box if setting up chat between participants only.

Chat Content

Posted messages are available in this space for whichever chat is active.

Sending Message

Write your message in the bottom box. Then, press the arrow button or press **'Enter'** on your keyboard to post message in the active chat.