# Engageli – Using the Chat

The Engageli chat can be used for a variety of purposes beyond simply sharing URLs or text messages. Here are some examples of how the chat can be used:

1. Asking questions: Participants can use the chat to ask questions related to the session or topic being discussed. This allows for real-time interaction and clarification.

2. Sharing resources: The chat can also be used to share resources such as articles, videos, or images that are relevant to the session or topic being discussed.

3. Collaborating on projects: Participants can use the chat to collaborate on group projects or assignments, sharing ideas and feedback with each other.

4. Making announcements to dedicated channels (Room or Staff): You can send a message to the "Room" channel before you switch audio modes from Table to Room mode after a group activity, so learners know they'll be heard by everyone after the switch.

5. Networking and socializing: Participants can use the chat area to network and socialize with each other, sharing personal interests or experiences, or for a fun icebreaker.

6. Providing feedback: The chat area can also be used for providing feedback on the session or presentation, allowing participants to offer suggestions or ask questions about the content.

Overall, the chat area in Engageli is a versatile tool that can be used for a variety of purposes, making it a valuable component of any online learning or collaboration platform.
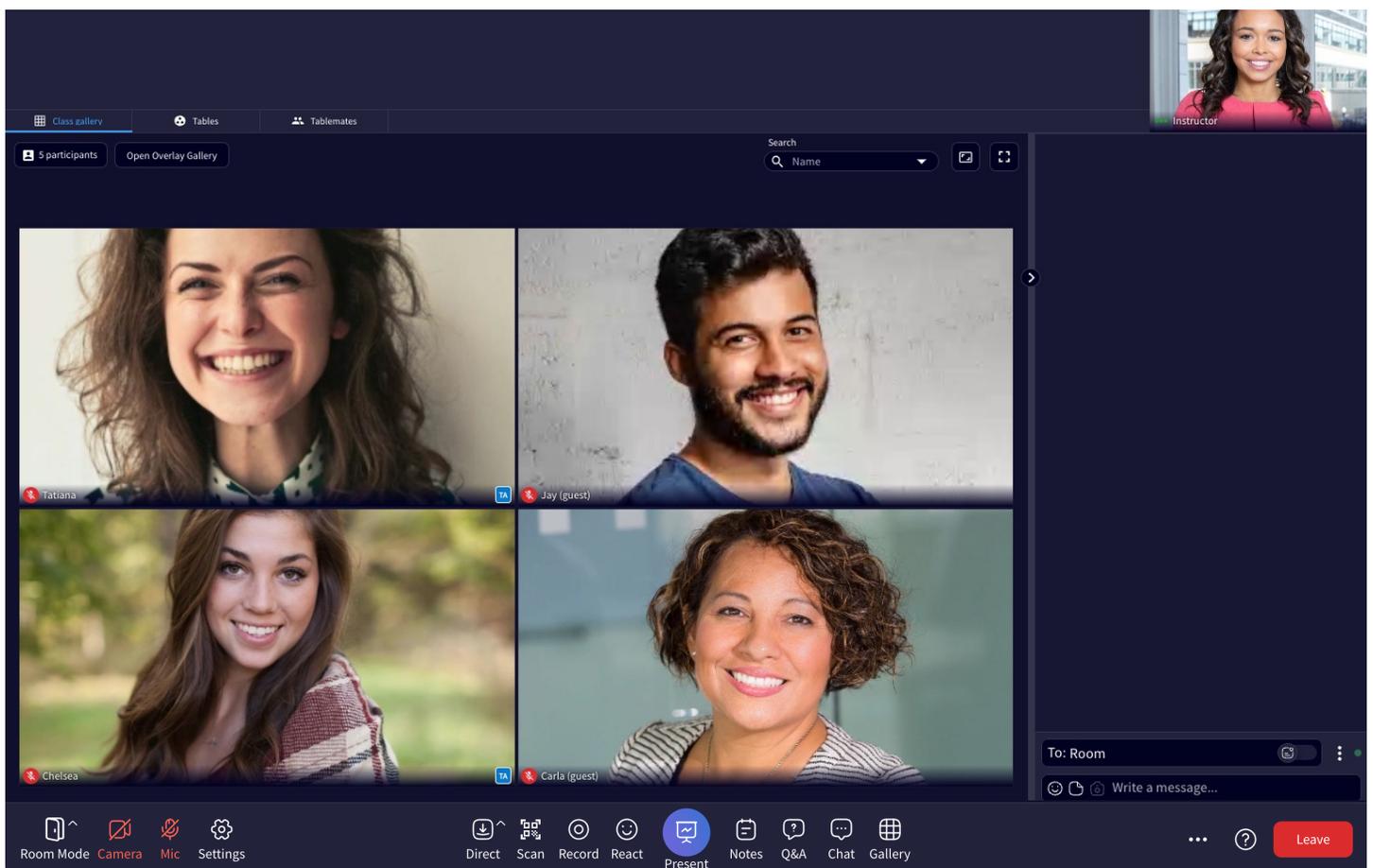
How to Use the Chat

1. Click the Chat icon at the bottom of the screen.
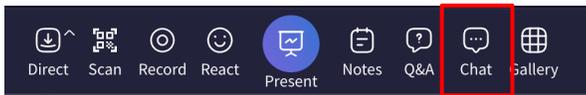
2. The Chat will open in the right side panel. You can close and open the chat as needed.
3. Select the intended recipient(s) by clicking the chat destination field (i.e. "To:"). The default channel is "Room," which includes everyone in the classroom. There are channels for:
- Room – All participants in the class
- Staff – All instructors and TAs in the class
- Table – All participants at an individual table
- Name – A specific person

Note: If you change the table names, you will see the customized table names in the chat channels menu.

4. Enter your message. Click the smiley face to add emojis.
5. You can also attach files to messages: documents, spreadsheets, slides, images, videos, text files, and PDFs.
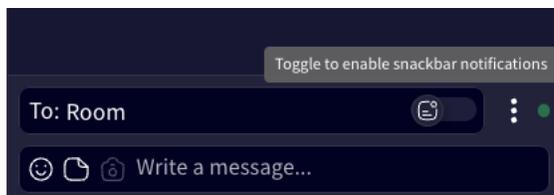6. Click the send button or the return or enter key on your computer.

Enable Announcements

Facilitators and TAs can use the Chat feature to send announcements that appear as notifications at the top of the screen.
1. Select the recipient(s) for the announcement.
2. Move the slider labeled "Toggle to enable snackbar notifications".

3. Enter the message contents.
4. Click **Send**.
5. Your message will appear at the top of the participants' screens.