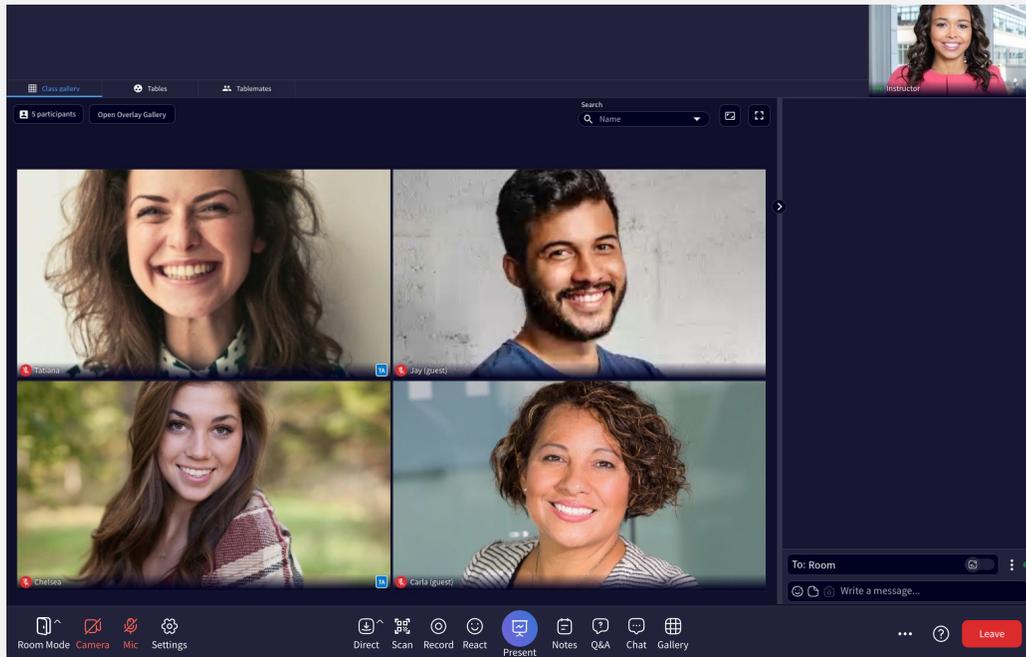


## Sharing a URL in the Chat



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. 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 individual tables
- Name - A specific person

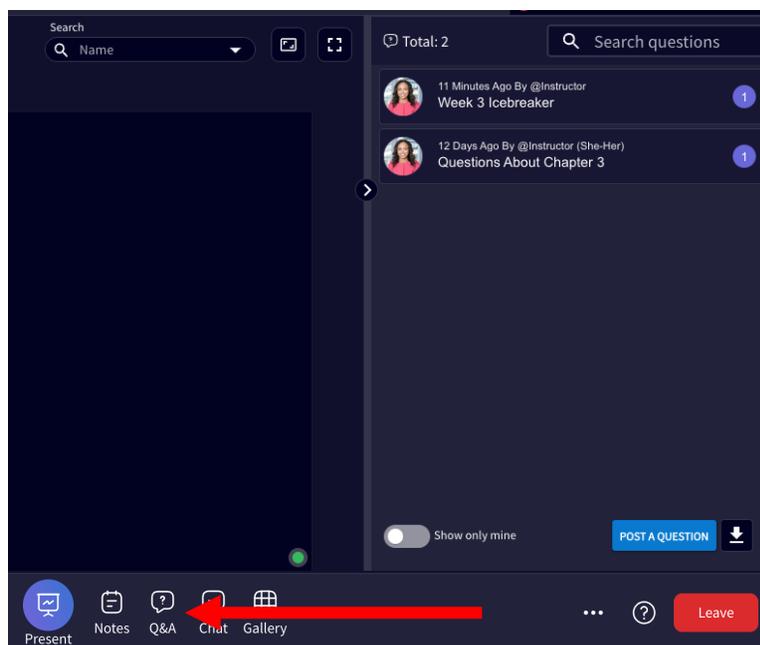
4. Enter your message. You can paste or type in URLs.

5. Click the send button or the return or enter key on your computer.

6. Participants will be able to click the URL and the link will open in a new browser tab.



## Sharing URLs in the Q&A



1. Click the icon for the Q&A at the bottom of the screen in the instructor controls.
2. The Q&A opens in a panel on the right side.  
Click **Post a Question**.
3. Add the title of the link in the SUBJECT field.
4. Add the URL in the DESCRIPTION/DETAILS field.
5. Click **SUBMIT**.

Once posted, the entire class will see a notification and be able to view and click the URL.

