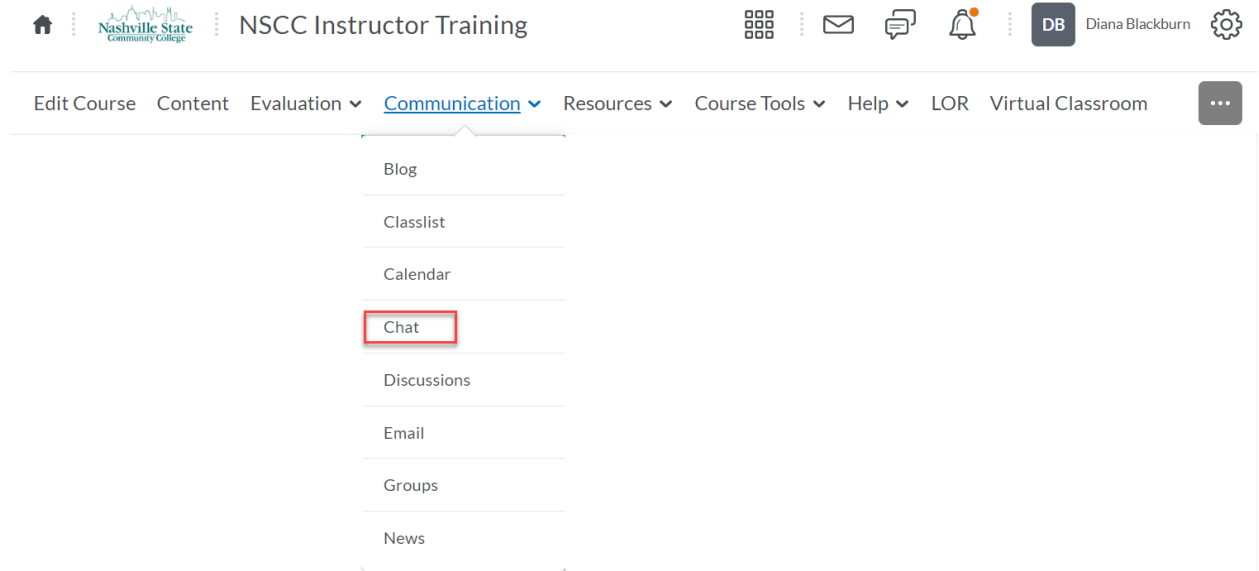


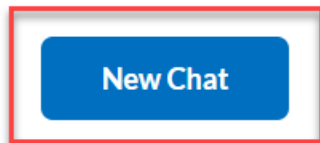
Using the Chat Tool

1. Select "Communication" from the navbar, then select "Chat" from the dropdown menu



2. Select New Chat:

Chat List



3. Enter a **Title** for the chat:
4. Select what **Type** of chat you'd like to create
 - a. **General Chat:** All course participants have access
 - b. **Personal Chat:** Only participants you choose have access
5. Enter a **Description** if you would like to share additional information about the chat.
6. Select **Create**.