Using the Chat Tool

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

2. Select **New Chat**:

   **Chat List**

   ![New Chat button]

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**.