



## Chat & Direct Messaging Guide

### Chat

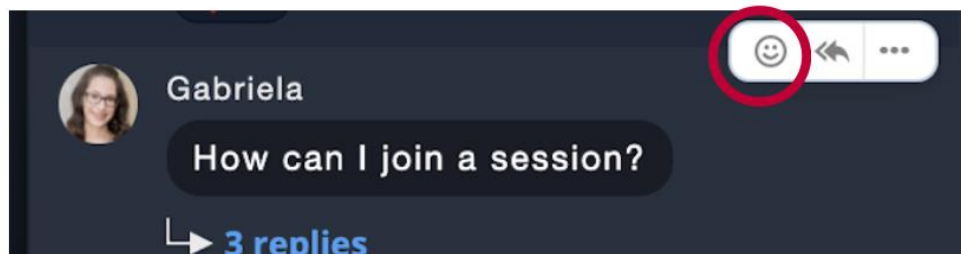
On the 2021 ATE Virtual Conference platform, there are live chats available in the main lobby spaces, on the right side of the screen, and in certain individual tiles. This guide will show you the capabilities available to you as a user for interact and engage with conference participants.

#### Post a message in chat

To post a message in chat, simply enter the chat box to the right of the platform page or the individual session in which you wish to engage and begin typing. Click the arrow button to send the chat message when you are ready to post.

#### React to a posted message in chat

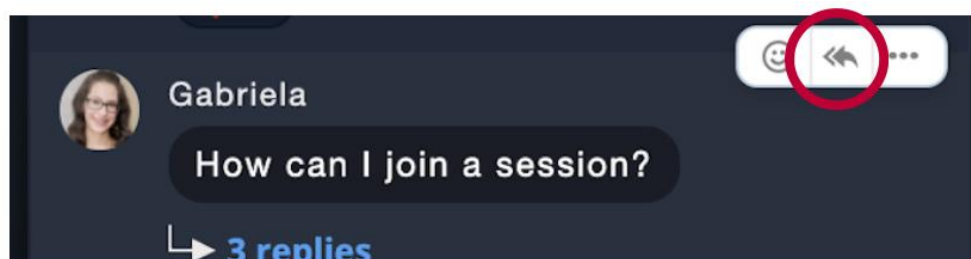
To react to a message, simply hover your cursor over it and **click on the smiley face icon** that appears. From there, you'll be able to select an emoji reaction.

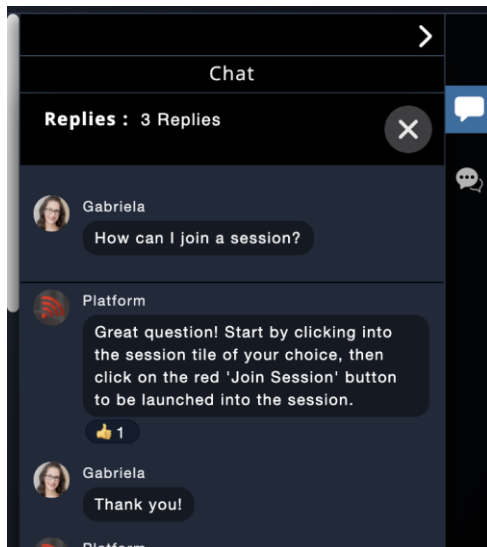


#### Reply to a message in a threaded format

To reply to a message in a thread, **hover your cursor over the chosen message**, and **click on the left pointing arrow icon** that appears. This reply will be public, but it will give you the opportunity to

continue the conversation!

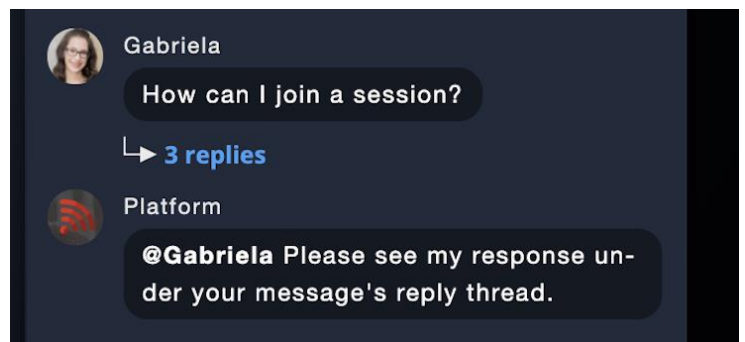
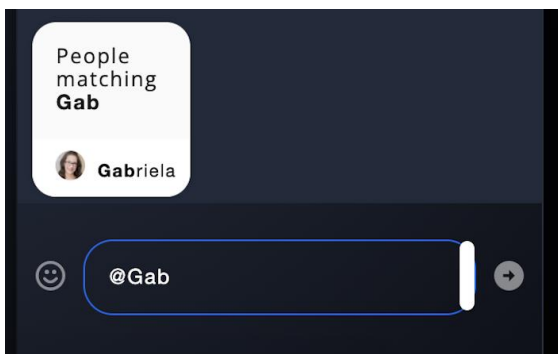




**Reply thread view** – This screenshot depicts what you would see after you click on the indicator to view replies.

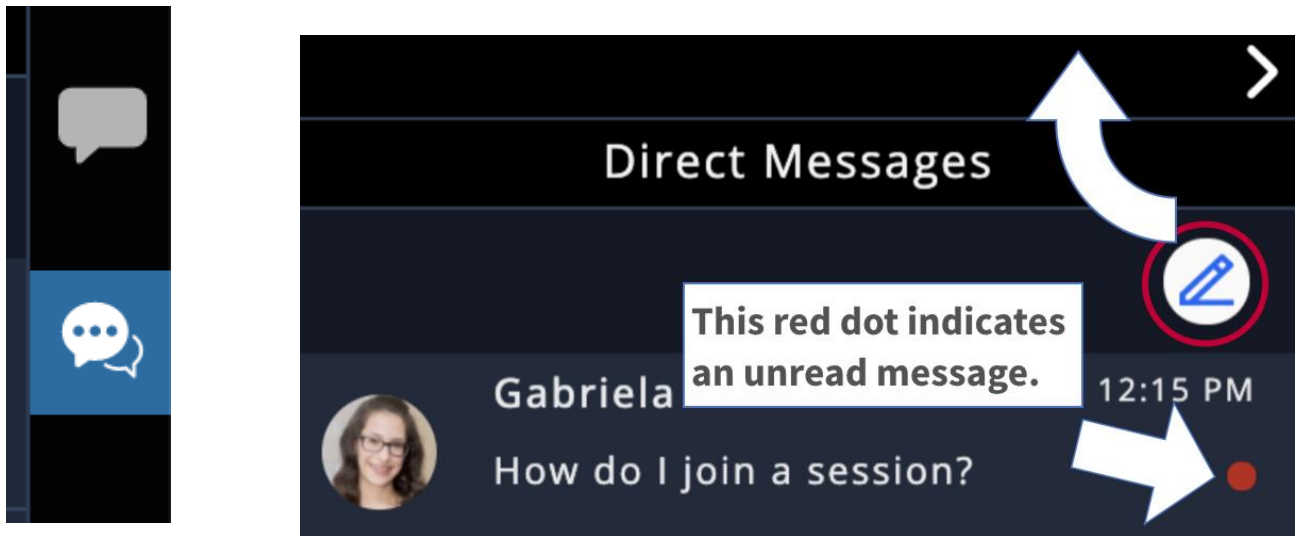
### Tagging someone in a chat message

If you would like to tag someone in a message, **type @ followed by their name**, and **a dropdown menu will appear for you to select the proper person!** Your message will then automatically bold their name.

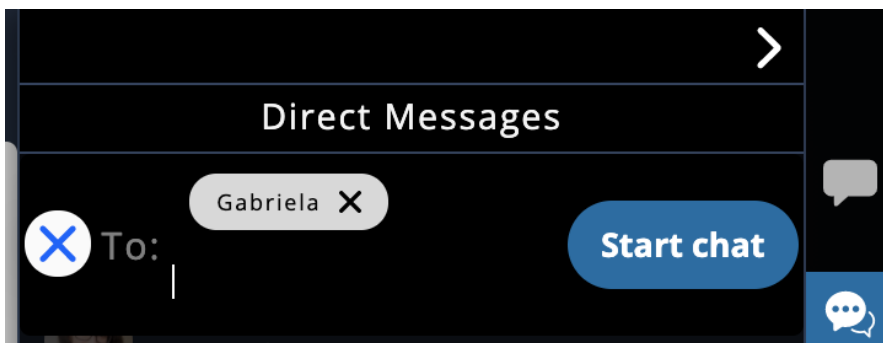
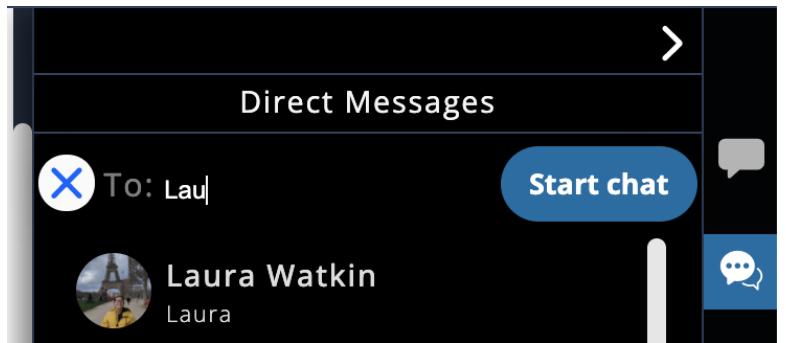
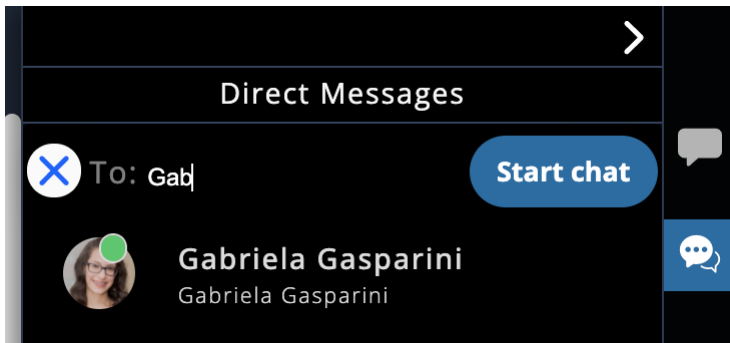


## Direct Messaging

Want to connect to another attendee individually? You can **Direct Message** someone by **clicking on the second icon down with the chat bubble in the right menu bar**. There, you'll be able to **click on the pencil icon to search for an attendee (or multiple) to message!**



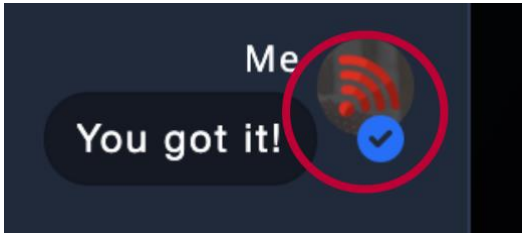
**Searching for an attendee** – If the person is currently on the platform, there will be a green dot indicating that they are “online” (see screenshot on the left). If they are not on the platform, there will be no dot (see screenshot on the right).



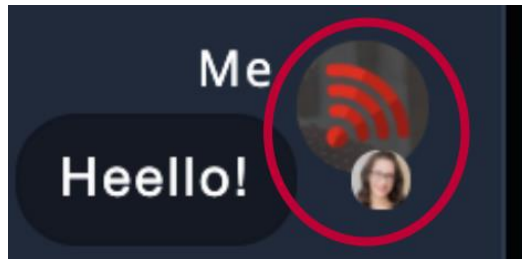
You **must select the proper attendee** before clicking 'Start chat' to begin direct messaging.

## Direct Message view (screenshot on the right)

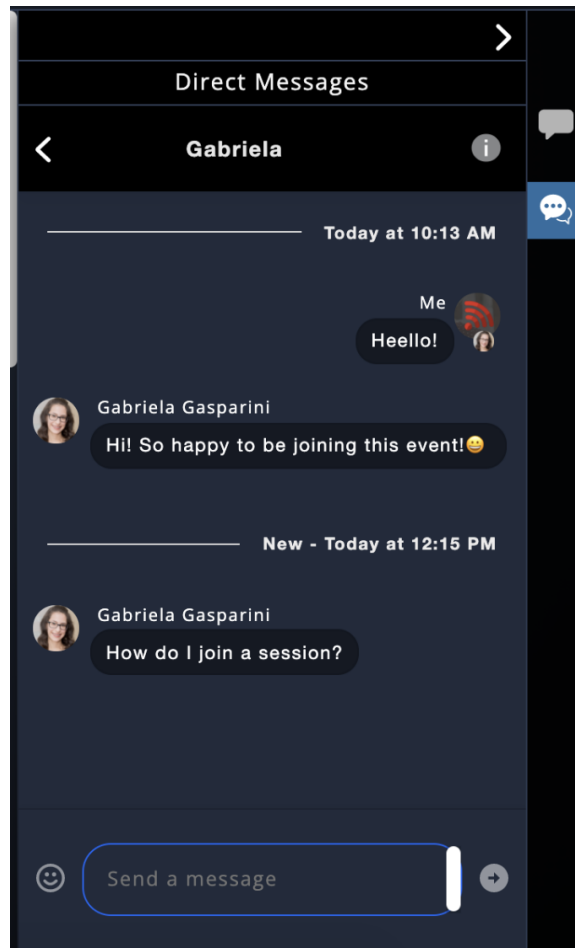
The **blue check mark underneath your icon** indicates that your message has been **delivered**. (screenshot below)



If somebody has read your message, their icon will appear right below your icon. (screenshot below)



Direct



## Edit your conference profile

To edit your conference profile and to add a photo, please click your icon in the top right corner and select "Edit profile."

