



Chat & Direct Messaging Guide

Chat

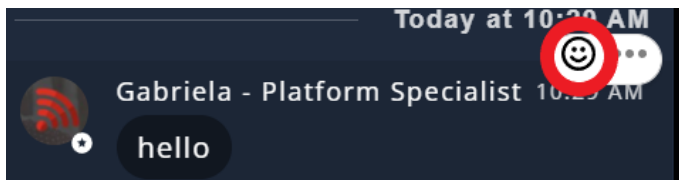
On virtual platform for the 2022 ATE Conference, there are live chats available in the main lobby spaces, on the right side of the screen, and in certain individual tiles. This guide will show you the capabilities available to you as a user to interact and engage with conference participants.

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.

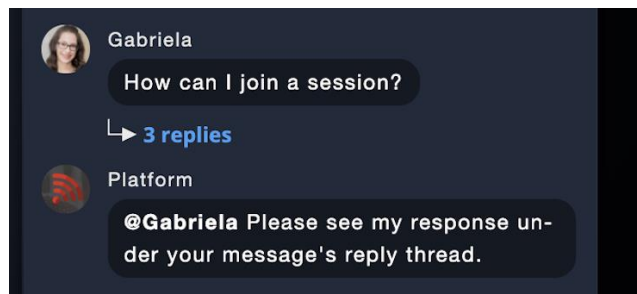
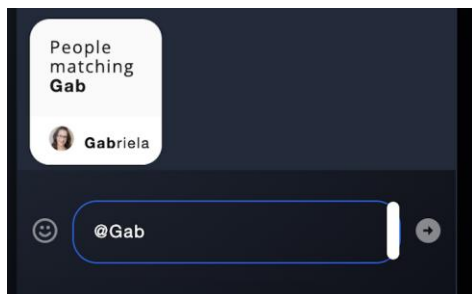
React to a posted message in chat

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.



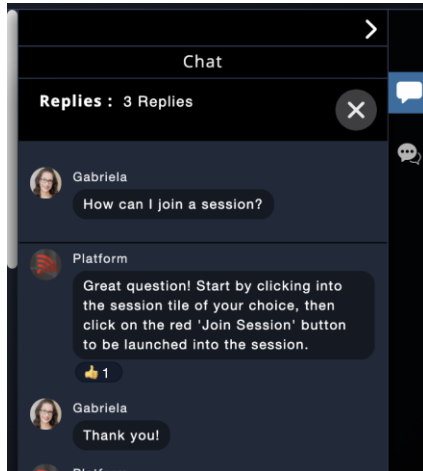
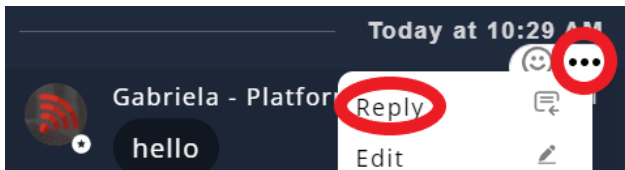
Tagging someone in a message

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.



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 three dots** that appear **and then on reply**. This reply will be public, but it will give you the opportunity to continue the conversation!

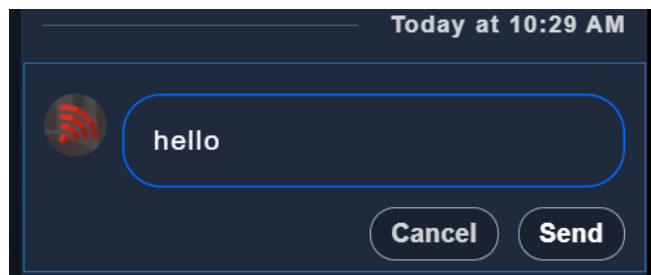
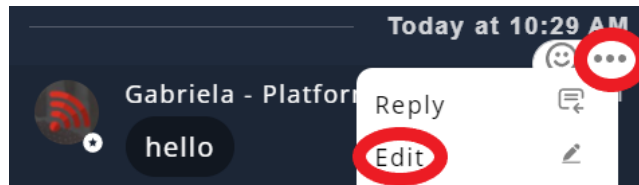


Reply thread view – After clicking on the indicator showing how many replies there are.

Edit a message

To edit a message, **hover your cursor over the chosen message**, and **click on the three dots** that

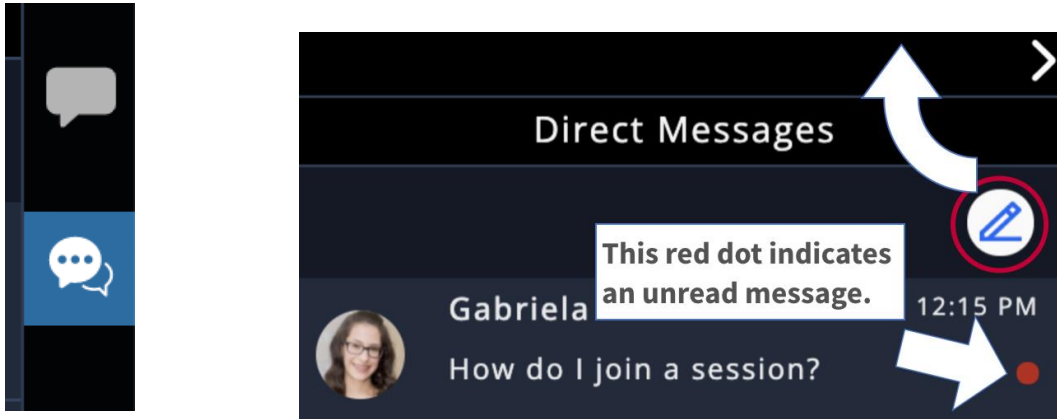
appear **and then on edit**.



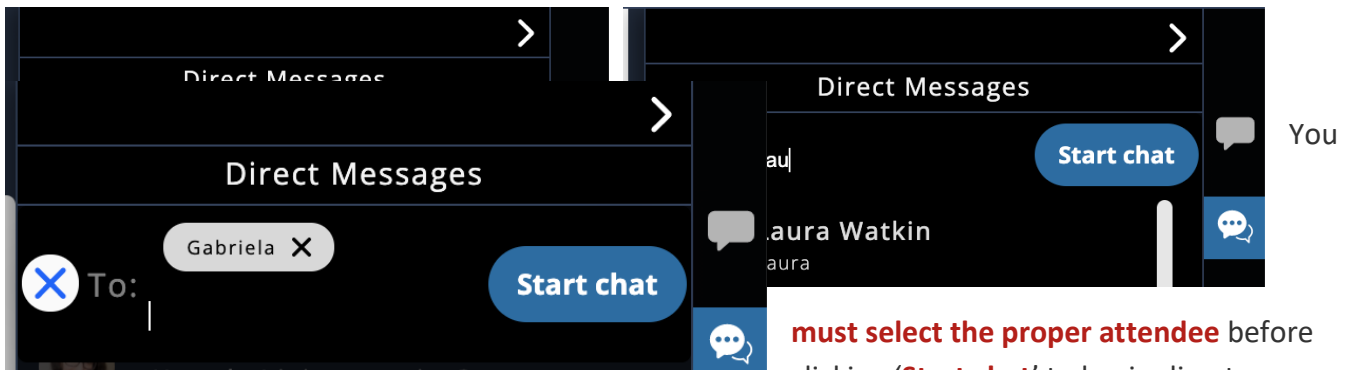
This will open your message in any editing mode, where you can **click "send" after you are done editing**.

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!**

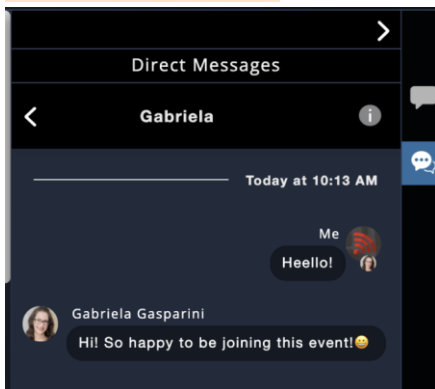


Searching for an attendee – If the person is currently on the platform, there will be a green dot indicating that they are “online” (see screenshot on the left). If they are not on the platform, there will be no dot (see screenshot on the right).

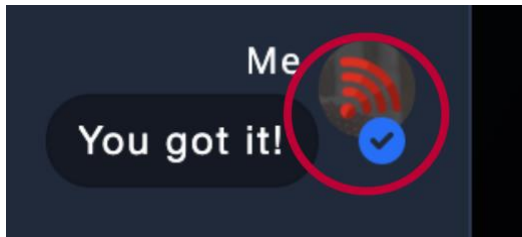


messaging.

Direct Message view



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's. (screenshot below)

