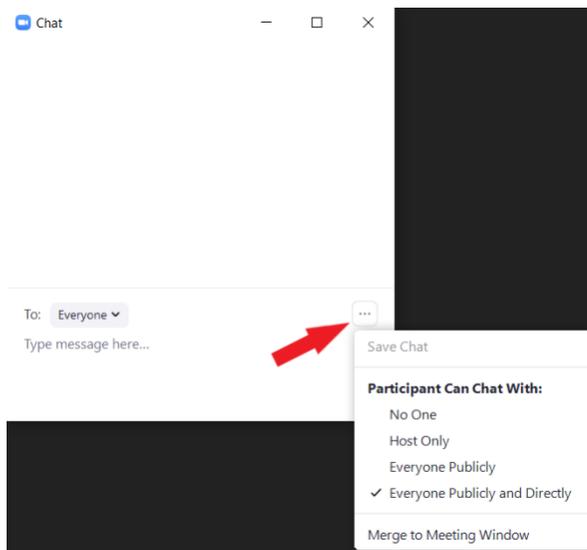


**Part 1 – Limiting Chat Abilities**

1. Launch a Zoom Meeting
2. Click the **Chat** button on the Zoom Menu Bar. This will pop up the chat window.



3. In the chat window click the **more options ellipsis (...)**



4. Select who you would like participants to have the ability to chat with.
  - a. No One
    - i. This disables the chat for everyone
  - b. Host Only
    - i. This allows participants to send messages to the host only. This can be useful if you want questions sent in to be answered during a Q&A.
  - c. Everyone Publicly
    - i. This allows participants to send messages to everyone else in the meeting.
  - d. Everyone Publicly and Directly
    - i. This allows participants to send messages to everyone else in the meeting and direct message people privately.
  - e. Merge to Meeting Window
    - i. This will attach the chat to the side of your Zoom window so it's always visible to you. This could be important to have on for anyone who is actively looking at the chat.

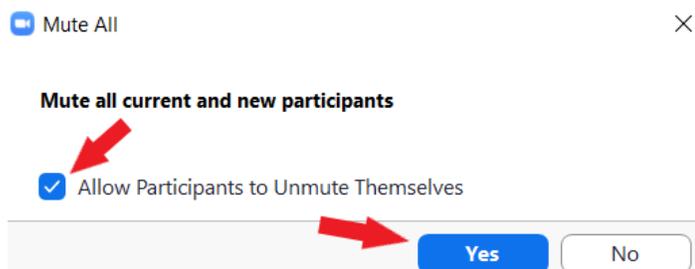
## Part 2 – Limiting Mute/Unmute Functionality

Prior to the meeting, you can set up your meeting so that all users are muted as they enter the meeting. Instructions on how to set this up can be found in the [Special\\_Settings\\_Set\\_Up.pdf](#). Even when doing this, you will still need to follow the instructions found here.

1. Launch a Zoom Meeting
2. After the meeting is launched, click the [Participants](#) button on the Zoom Menu Bar
3. On the Participant Side bar, there will be three options at the bottom of the bar: Invite, Mute All, More option (...)



4. (Option 1) Click [Mute All](#) to mute all participants in a pop-up window. You can uncheck the [Allow participants to unmute themselves](#) option to stop participants from being able to unmute themselves. Click [Yes](#) to mute all participants.



5. (Option 2) Click the [More options ellipsis \(...\)](#). In the options list, have [Mute Participants upon Entry](#) checked and [Allow Participants to Unmute Themselves](#) unchecked. The list should look as it does below.

