



March 1-4, 2021

HOW TO CHAT TIP SHEET

Chatting at the WSWW/WAPMS 2021 Virtual Meeting:

Chat is available throughout the WSWW/WAPMS 2021 Virtual Meeting. You can chat to everyone in the room using text, or have private one-on-one (1:1) text, audio, or video chat.

Here's how it works:

Chat to all - use the text bar at the bottom of the chat window to type a message. Simply hit send and your message will be public and visible to all.

Tip: Adding a profile picture will help all of us recognize you.



TIP: To tag someone in your message simply use the @ symbol to search for their name. The chat will automatically populate names of those who are in the same chat.

Private text chat (1:1) - To have a private text conversation select the person you would like to chat with from the right-hand side of the screen. When you click their name a private message window will pop up. From here you can engage by text, audio, or video.



Audio & Video calls: To make a 1:1 audio or video call follow the steps above to pull up the person you are calling. Once you are in your private chat window you will be able to see a phone icon (voice only) and a video camera icon (video call). Click on the corresponding icon to initiate your call.

TIP: Use the group or private text chat to confirm someone has time and is ready to connect by phone or video.



Need Help?

The WSWs/WAPMS 2021 Virtual Meeting is being hosted on the Virtual Event Place (VEP). The VEP Support Team will be available during our live meeting hours, if you have any questions. There is an online support chat tool managed by real people that can help you during meeting hours, or 9am-5pm ET during non-meeting hours. See the VEP Platform tip sheet to learn more.

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