

ENABLE CHAT OPTION TO MANUALLY SAVE CHATS

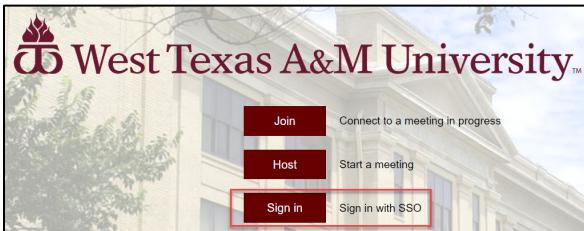
You can save your public in-meeting chat manually during your meeting. This will save it locally to your computer. You first must enable the option in via the WTAMU Zoom website.

THINGS TO CONSIDER:

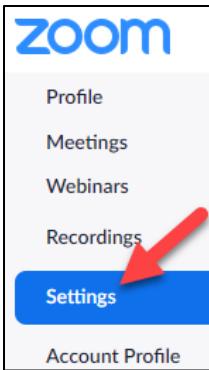
- If you forget to manually save the chat in the meeting and then end the meeting, it cannot be retrieved.
- Save your chat at the *end of your meeting* if you want the full conversation saved.
- Saving the chat manually only keeps the conversation up to the point when you hit Save.
- You can find the chat text document saved on your computer.
 - Go to your file finder>Documents>Zoom>Folder with meeting name, date, time.
- After you enable the chat option via the WTAMU Zoom website, anyone in your meeting is allowed to save the public chat.

ENABLE THE SAVE CHAT FEATURE

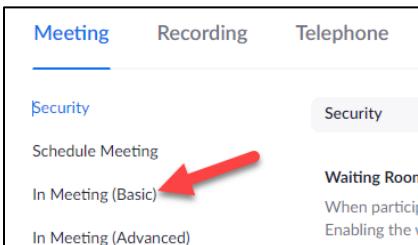
1. Sign in at <https://wtamu.zoom.us> using your WT Single Sign On credentials.



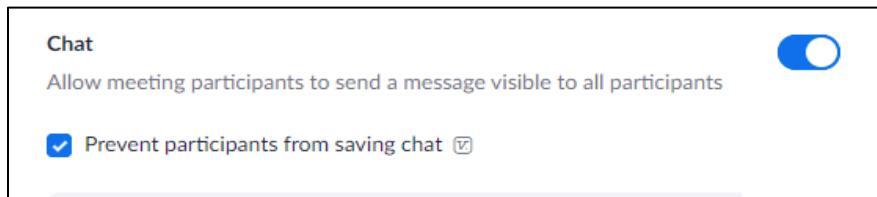
2. Select **Settings** from the menu.



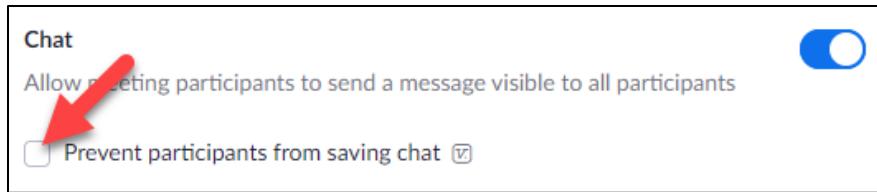
3. Select **In Meeting (Basic)**.



4. Locate the **Chat** section.



5. Un-check **Prevent participants from saving chat**.



SAVING CHAT MANUALLY, IN MEETING

1. When in meeting, click on **Chat** from your meeting controls.



2. At the bottom of the chat window, click the three dots (...), then **Save Chat**.

Saving the chat manually only keeps the conversation up to the point when you hit Save.



3. Go to your file finder>Documents>Zoom>Folder with meeting name, date, time to locate your chat text (TXT) file.