How to Disable Some/All Chat Features for Students

- Start your Webex meeting
- Click on *Participant* in the menu bar
- Open Assign Privileges
- From the *Participant Privileges* window, you can select who the student can chat with (see page 2)



Participant privileges			
All Participants	Communicate Participants		
	Participant can chat:	Allow to:	
	Privately with	Contact Operator Privately	
	V Host		
	Presenter		
	Other participants		
	Publicly with		
	Everyone		
	Assign all privileges		
	Reset to Meeting Defaults	Cancel Assign	

Participant privileges

Participant can chat:

Privately with

Publicly with

Host

Presenter

Everyone

Assign all privileges

Reset to Meeting Defaults

Other participants

Communicate

Participants

Cancel

Assign

Allow to:

All Participants

Chat only with Host, privately

This will allow students to send the Host (Teacher) private messages through Webex chat.

- Uncheck all boxes except Host
- Click Assign

Publicly Chat with Everyone

Publicly means within your current Webex meeting.

This will allow all students to use the whole-group chat, reply to your general questions, type something for all to see, etc.

- Uncheck all boxes except Host and Everyone
- Click Assign