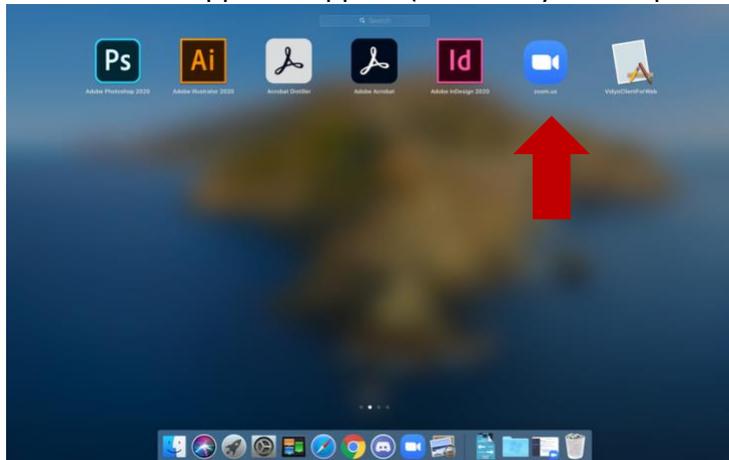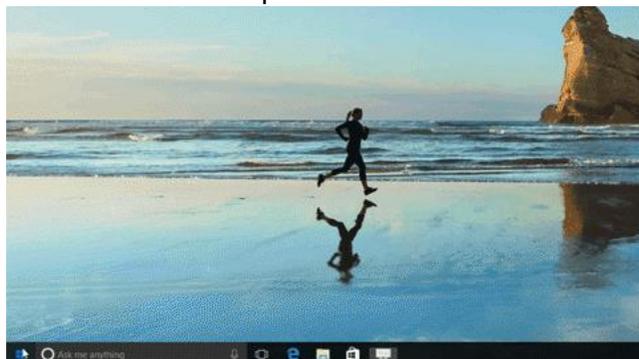Cheat Sheet
Using the Zoom Desktop App Chat

- Your Zoom Desktop App has a chat feature that allows you to chat with other Zoom users outside of meetings.
- Open the Zoom App.
- Open the Zoom Desktop App.
  - On a **Mac** select **Launchpad** on your taskbar:
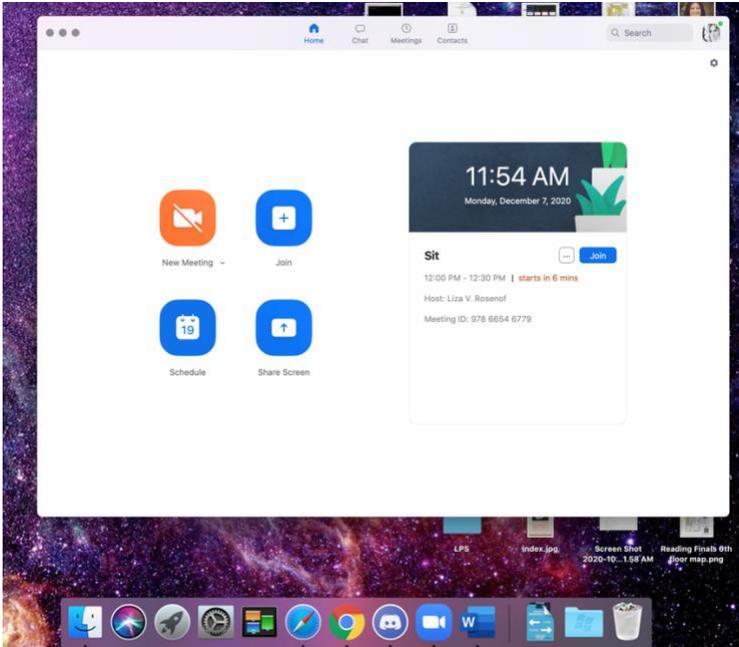

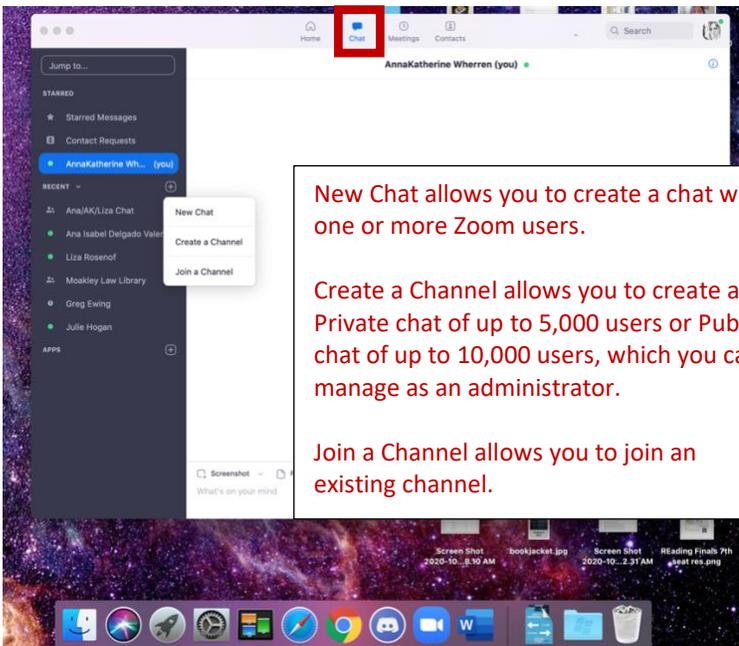 - Your installed apps will appear (Zoom may show up on the second or third page):

  - On a **Windows** computer click the **Windows** button. Look under Z:

- o You may also type "Zoom" into the **Search Bar** that appears when you click the **Windows** button. If Zoom does not appear, follow the instructions below to install the Desktop App.
- Your app will open to this home screen:

- Select **Chat**.

New Chat allows you to create a chat with one or more Zoom users.

Create a Channel allows you to create a Private chat of up to 5,000 users or Public chat of up to 10,000 users, which you can manage as an administrator.

Join a Channel allows you to join an existing channel.

- You can use the **Chat** feature any time the Desktop App is open. The chat allows you to send, create and manage group chats, reply directly to in-chat messages, and pin messages.