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**:
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.