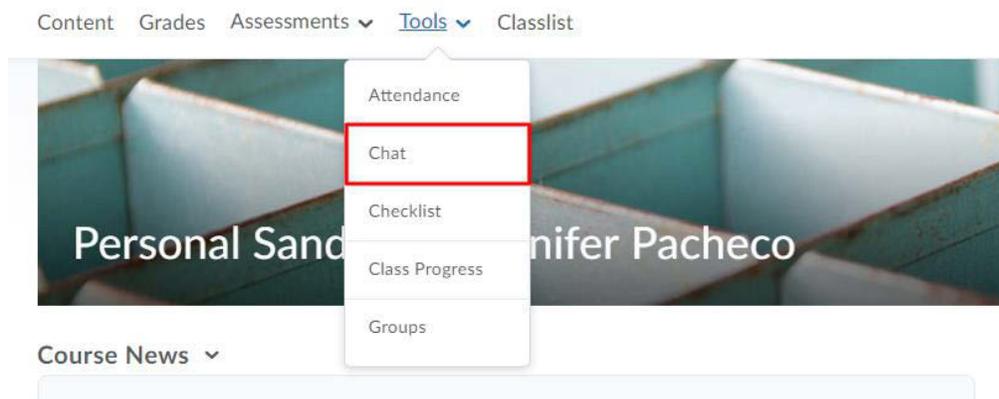# Chat

You can create personal chats to talk with peers synchronously in D2L. You can create personal chats from any course, and you can access them within any other course. Personal chat rooms can only be accessed by users who have been added to the personal chat's Participant List. The D2L chat area should be strictly used for academic purposes only.

Contents

Create a personal chat

1. You can create personal chats to talk with peers or other friends at your organization. Personal chat rooms can only be accessed by users who have been added to the personal chat's Participant List. When users are added, the chat room displays under Personal Chats in their list of chats.
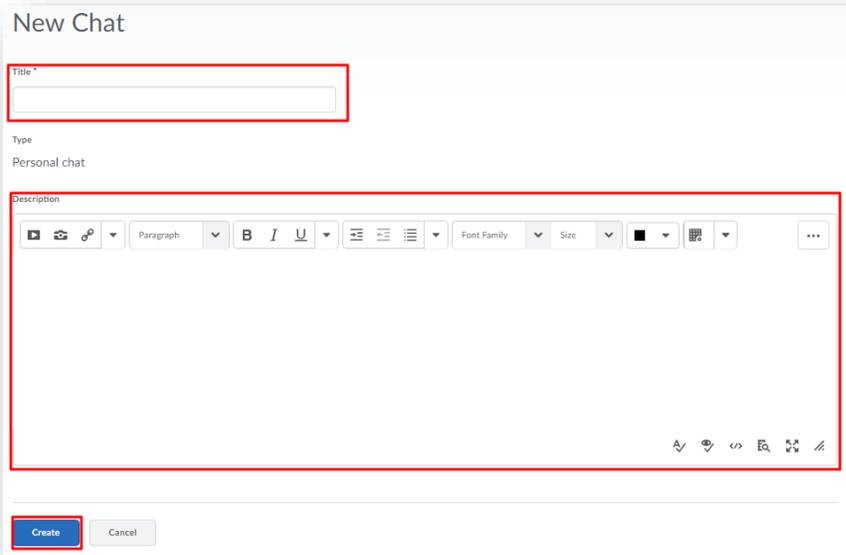2. On the navbar, click **Chat**.

3. On the **Chat List** page, click **New Chat**.
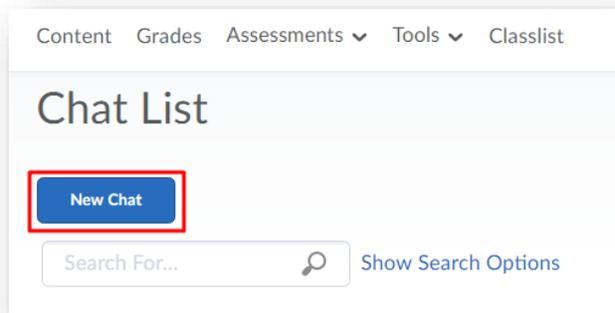
4. Enter a title.
5. Enter a description of the chat. Give your chat a unique, descriptive name and provide a description for it using the Description field to help users distinguish the chat from other chats they are enrolled in.

6. Click **Create**.

Change your chat settings

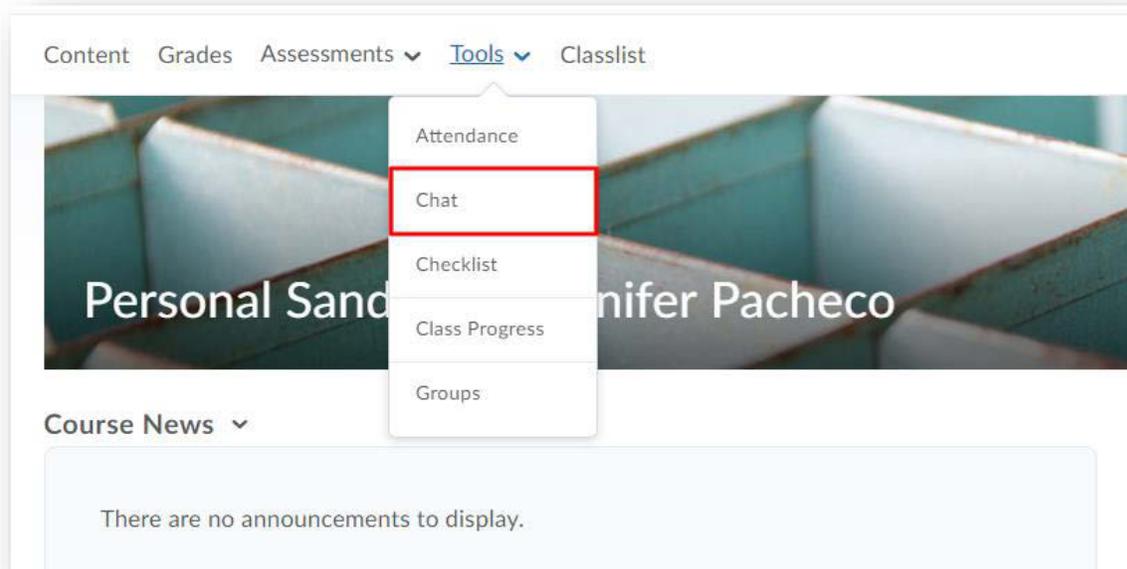1. On the navbar, click **Chat**.

2. On the **Chat List** page, click ⚙ **Settings**.
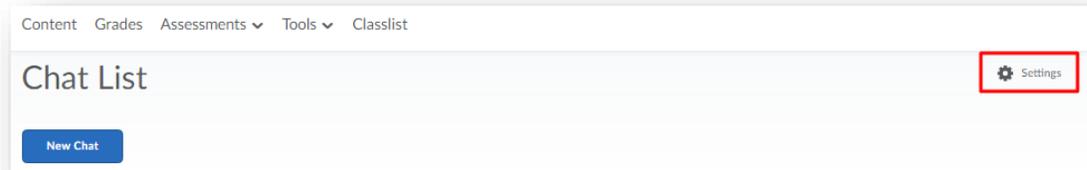
3. In the **Alias** field, enter a new alias. Depending on your permissions, you can change your alias, or chat name, if you want to appear as a different name, such as a nickname, to other chat participants.
4. Select the check boxes for **Bold** or **Italics**.
5. Set an **Alias Color**.
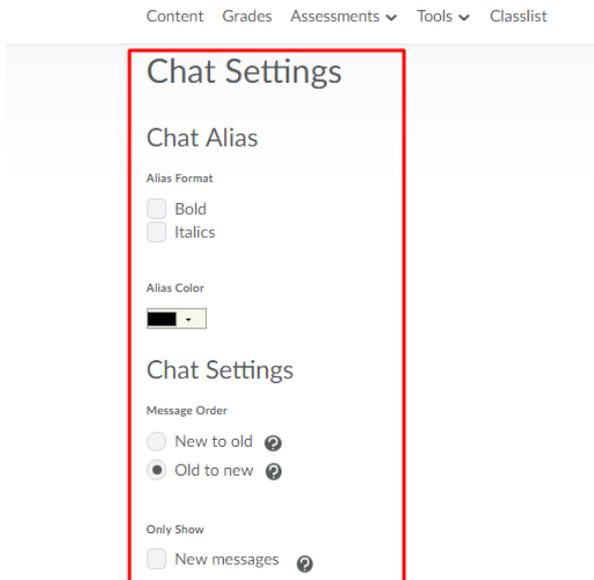
6. If you want to change the message order, select **New to Old** or **Old to New**. If you want to see new messages only, select **New Messages**. This requires you to manually refresh the screen, to see new messages and remove all old ones. You can change back to see all messages, which restores all messages for that session, even if they were not visible while New Messages was selected.
7. You can change your sound settings so you can hear a sound when someone enters the chat, leaves the chat, or when there is an incoming message. Select a sound from the following drop-down lists: Incoming Message Sound; Person Enters Chat Sound; Person Leaves Chat Sound
8. Click **Save**.

Add or remove users from a chat

1. On the navbar, click **Chat**.
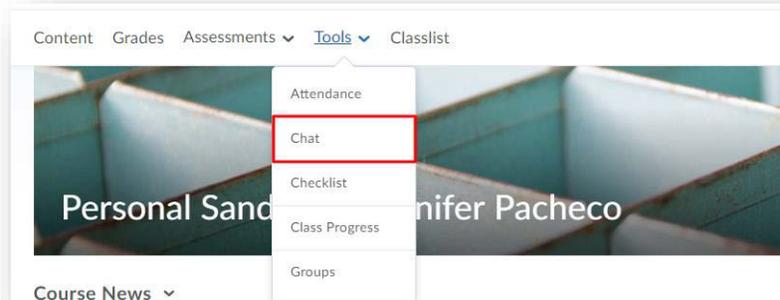
2. On the **Chat List** page, from the context menu of the personal chat you want to modify, click **View Members**.
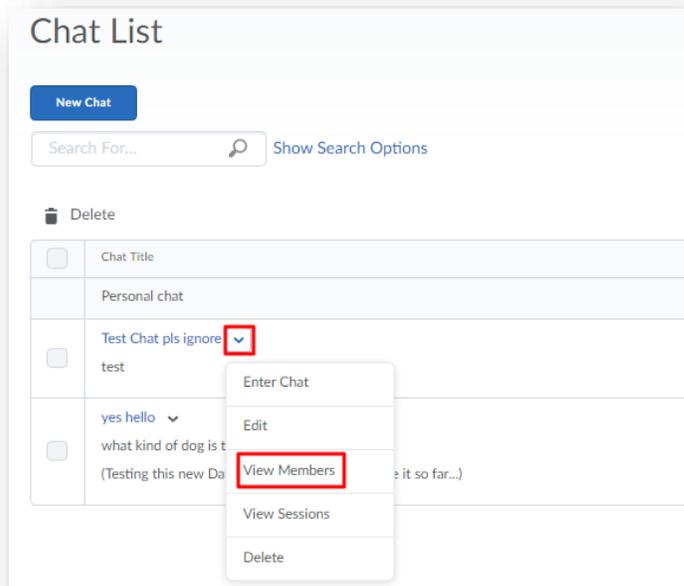
3. To add a member to the chat, click **Add Members**. To add users from different course offerings click **Select Different Course**. Select the check box beside the name of users you want to add. Click **Add** > **Done**.
4. To delete a member of the chat, on the Chat Members page, select the check box beside the users you want to remove. Click **Delete** > **Done**.