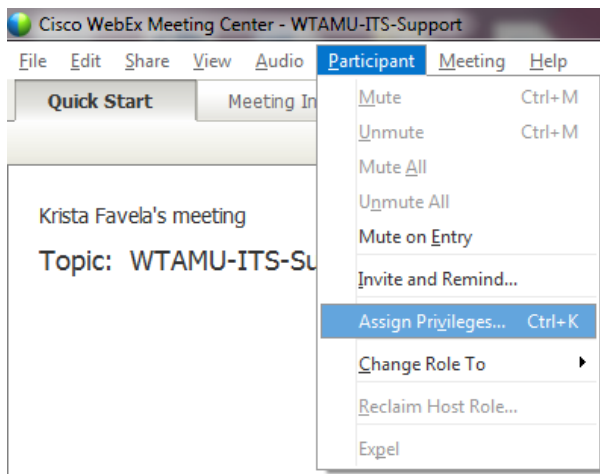


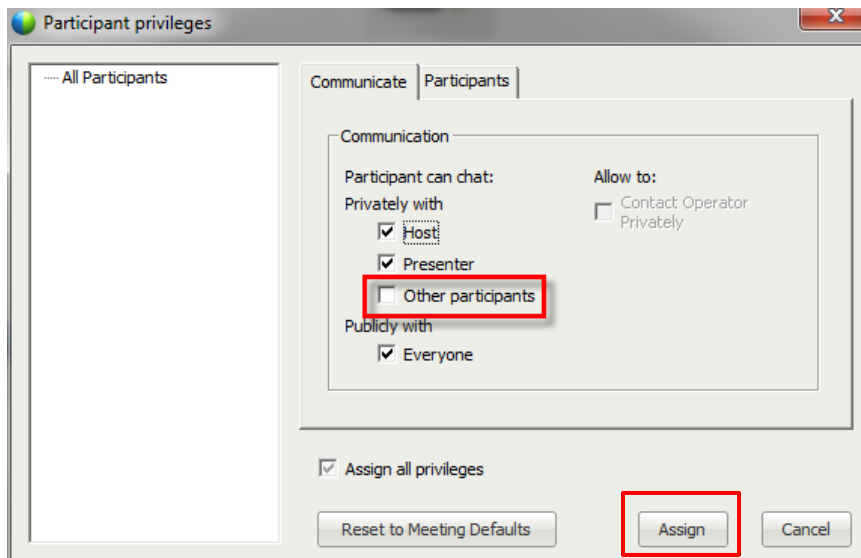
## How to Not Allow Private Chats Between Participants

A default feature within WebEx is to allow participants (students) to send and receive private messages between each other. Hosts (instructors) are not able to see these private messages, only the private messages sent to the host (instructor). To prevent students from sending and receiving private messages do the following:

**Step 1:** Within the WebEx Meeting Center, click on **Participant** in the menu, and then click on **Assign Privileges...**



**Step 2:** On the Communicate tab, uncheck **Other participants** from the “Privately with” area



**Step 3:** Click the Assign button