

## ENABLE CHAT OPTION TO MANUALLY SAVE CHATS

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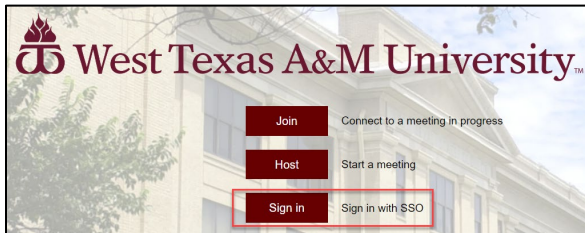
You can save your public in-meeting chat manually during your meeting. This will save it locally to your computer. You first must enable the option in via the WTAMU Zoom website.

### THINGS TO CONSIDER:

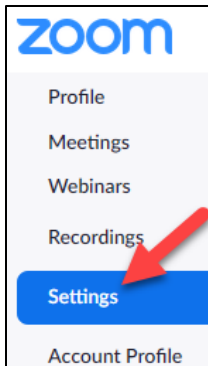
- If you forget to manually save the chat in the meeting and then end the meeting, it cannot be retrieved.
- Save your chat at the *end of you meeting* if you want the full conversation saved.
- Saving the chat manually only keeps the conversation up to the point when you hit Save.
- You can find the chat text document saved on your computer.
  - Go to your file finder>Documents>Zoom>Folder with meeting name, date, time.
- After you enable to chat option via the WTAMU Zoom website, anyone in your meeting is allowed to save the public chat.

### ENABLE THE SAVE CHAT FEATURE

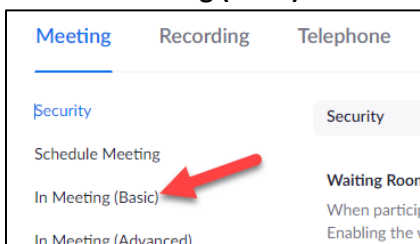
1. Sign in at <https://wtamu.zoom.us> using your WT Single Sign On credentials.



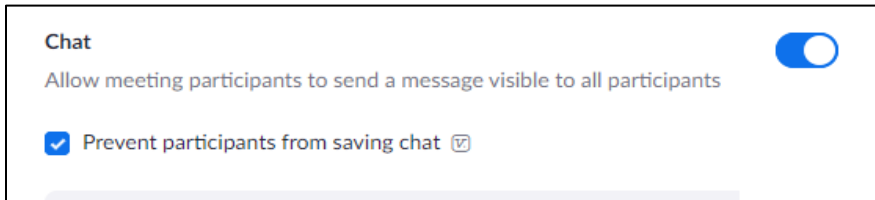
2. Select **Settings** from the menu.



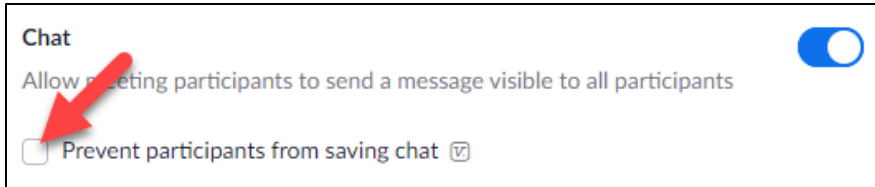
3. Select **In Meeting (Basic)**.



4. Locate the **Chat** section.



5. Un-check **Prevent participants from saving chat**.

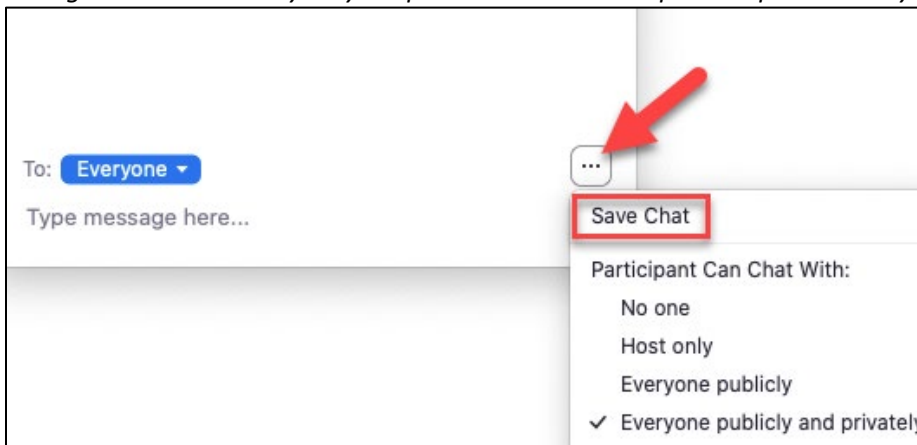


## SAVING CHAT MANUALLY, IN MEETING

1. When in meeting, click on **Chat** from your meeting controls.



2. At the bottom of the chat window, click the three dots (...), then **Save Chat**.  
*Saving the chat manually only keeps the conversation up to the point when you hit Save.*



3. Go to your file finder>Documents>Zoom>Folder with meeting name, date, time to locate your chat text (TXT) file.