

Using Zoom Messaging

Zoom messaging allows you to communicate quickly with anyone in or out of the office. It can be used on a desktop, laptop, mobile device or tablet. We have set up Zoom messaging to be encrypted, so your messages are transmitted securely. If you have ever used an instant messaging program or text messaging you should have no trouble picking up Zoom messaging.

To begin using Zoom Messaging, you must have the Zoom program or app installed on your device. See the Zoom Setup guide PDF for help installing the program or app.

Starting a chat with a single person (all devices): To start a chat on any device, click or tap on your contacts list. This list should include all BCNM staff with a Zoom account. Click or tap on the person's name who you want to chat with, then click on chat. (On a desktop/laptop, you may need to click on the person's team or department before you can see their name.)

Starting a chat on desktop/laptop: You can also start a chat using the chat tab of the Zoom desktop/laptop program. Click on the chat tab of the Zoom app, then click on New Chat at the top of the window. To start a chat with one person, click on the plus button next to "Recent Chats" to start a new chat. Click the plus button next to "Groups" to start a new group chat (chat with more than one other person).

Starting a chat on mobile/tablet: In the Zoom mobile/tablet app, click on the Meet & Chat tab at the bottom of the screen, then click on the symbol in the top right of the screen to start a new chat. You can tap a contact to select them or start typing in their name to find them in your list. Tap on more than one person to start a new group chat (chat with more than one other person).

Sending a chat: Simply type your message into the box at the bottom of the chat window, then click or tap send. It's just like sending a text message on your phone.

Emojis: You can use emoji's (the little smiley faces and other icons) to spice up your messages. Just click or tap on the smiley face symbol in the chat window and select the emoji you wish to use.

Sending a screenshot, image or file: Zoom allows you to send files and images to other users. You can also take a screenshot of a particular program or your entire screen to another user (make sure no sensitive information is in your screenshot before you send it). Simply click on the button for the item you wish to send, then follow the prompts to select the file or image you wish to send. This is an easy way to send a file to someone in the office.

Finding past chats: Click on the chat tab (desktop/laptop) or the Meet & Chat tab (mobile/tablet) to see all of your past chats. You can continue a conversation from here instead of starting a new chat.