**How can Hosts stop a person from using chat?**

1. Under “Meeting” in the top menu bar select:
   - Preferences;
   - then “Chat Pod”.

2. The following box will open up.

3. Hosts are now able to un-tick the “Enable Private Chat for Participants” option.

4. Click “Done” to close Preferences.

5. There are two ways Hosts can hide the “Chat Pod” from participants:
   i. Hide by:
      - clicking on the drop down menu in the top right hand corner of the “Chat Pod”; and
      - selecting “Hide”.
   
   ii. Dragging the “Chat Pod” into the “Presenter Only Area” by:
      - “Enabling the Presenter Only Area” under the Meeting option;
      - drag the “Chat Pod” into the “Presenter Only Area”.

   This process can be reversed when the Host wants to allow discussion.

**For more information:**

1. visit:
   - Adobe Connect Pro YouTube channel
   - Learn Adobe Connect