



**Jewish Federation**  
OF CENTRAL NEW YORK

## **Zoom Chat Instructions**

1. To use the Zoom chat, navigate to the bottom of your Zoom Window.
2. Click the chat icon at the bottom.
3. To send your donation amount privately to the Federation Team, select “Panelist” in the “To:” dropdown. Type your message then select enter on your keyboard to send the message.
4. If you’d like to send a message to all attendees, select “Panelists and Attendees” in the “To:” dropdown.
5. To close the chat, select the down arrow in the top left-hand corner of the chat and select “close.”
6. To make the chat its own window, select “pop out.”

If you need help, please call WCNV Tech Support at (315) 863-1951 or email [events@wcnv.org](mailto:events@wcnv.org).