



## Editing Chat Settings – D2L Tutorial

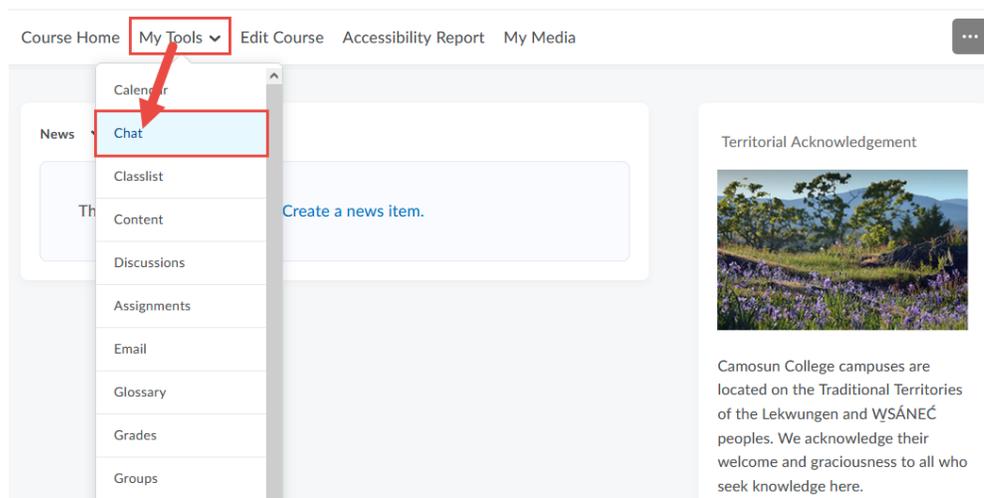
This tutorial is designed for faculty who have previous experience using D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### Scenario

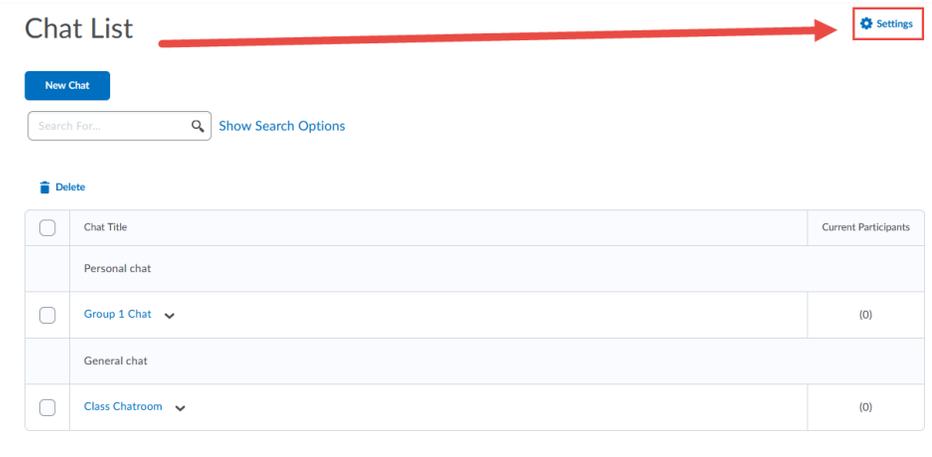
This tutorial will cover the steps involved in editing **Settings** for **Chatrooms** in your course. Settings control things like the Alias (name) that appears in chatrooms, and whether or not you hear sounds when people enter and exit a chatroom.

### Steps

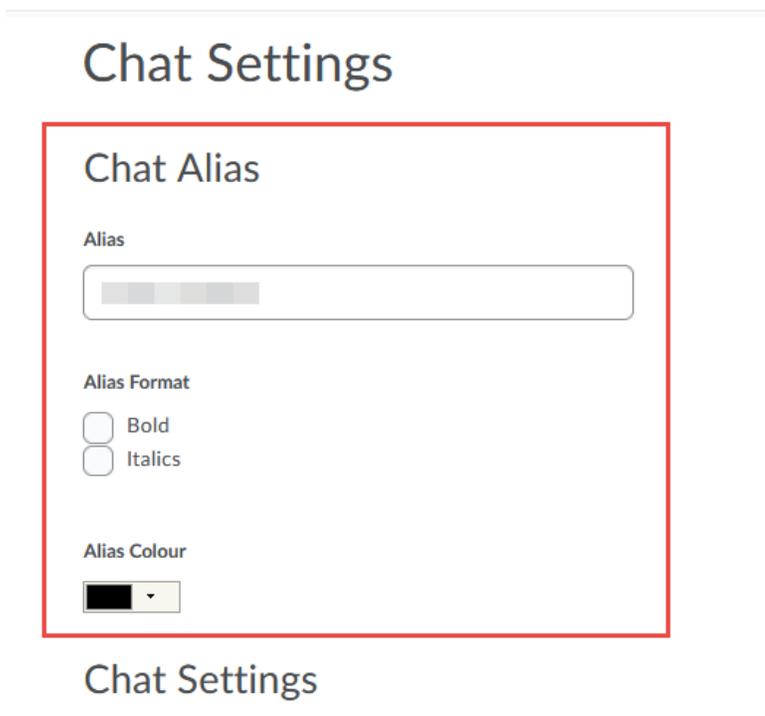
1. In your D2L course, click the **Chat** link (in the Nav Bar or under the **MyTools** menu.)



2. Click **Settings** (at the top right.)



3. Under **Chat Alias** change your **Alias** if you like (the Alias is your name that appears in Chat areas) – ***we recommend not changing your Alias to people in the chat know who you are.*** You can also change the formatting of the font your Alias will appear as.



4. Under **Chat Settings**, you can change the order messages will appear in, and choose to only see **New messages** in the chatrooms. Finally, you can also control whether you hear a sound when there is an **Incoming Message**, when a **Person Enters Chat**, or when a **Person Leaves Chat**. The sound settings are especially useful if you are using a Chatroom for office hours and want to have it on in the background while you do other things, but don't want to miss if a student enters. When you have completed making your **Settings** choices, click **Save**.

**Chat Settings**

Message Order

New to old ?

Old to new ?

Only Show

New messages ?

**Note**

Selecting this will require you to manually refresh by clicking Refresh.

Incoming Message Sound

No Sound ▾ ▶

Person Enters Chat Sound

No Sound ▾ ▶

Person Leaves Chat Sound

No Sound ▾ ▶

**Save** Cancel

## Things to Remember

You can experiment with these **Settings** and make changes as much as you like. **Settings** will affect ALL Chatrooms.



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