

Who's Online

Sending Chat Invitations:

1. From My WebCT, under the **Who's Online** channel, click the name of the course where there are users you want to chat with.
2. Select the user that you want to chat with and click **Send Chat Invitation**.
3. In the text box, type a short message.
4. Click **Send Invitation**.

Accepting Chat Invitations:

If you receive a single chat invitation and want to accept it, do the following:

1. From the Checking invitation from pop-up window, type a reply.
2. Click **Accept**.
3. To continue chatting, type your next message in the lower text box and either press ENTER or click **Send**.

If you receive multiple chat invitations, a list of names appear in the You have invitations from box. To accept an invitation, do the following:

1. Double-click the name of the user whose invitation you want to accept.
2. Type a reply and click **Accept**.
3. To continue chatting, type your next message in the lower text box and either press ENTER or click **Send**.

Declining Chat Invitations:

If you receive a single chat invitation and want to decline it, do the following:

1. From the Checking invitation from pop-up window, type a reply.
2. Click **Decline**.

If you receive multiple chat invitations, a list of names appear in the You have invitations from box. To decline an invitation, do the following:

1. Double-click the name of the user whose invitation you want to decline.
2. Type a reply and click **Decline**.

Ending a Chat Session:

1. From the You are chatting with pop-up window, locate the name of the user that you want to stop chatting with and click the **Close this channel** icon.
2. Click **OK**.