Topic: D2L Brightspace Chat – Create / Delete Chat Rooms

To Create a Chat Room:

- Log in to D2L Brightspace, go to your course
- Click COMMUNICATION
- Click Chat

![Chat List](Image)

- Click New Chat Button.

![New Chat Button](Image)

- Enter Title and Description of the chat.
- Click Create.
To Add Participants:

- Click the Drop-Down arrow next to the chat you created.
- Click **View Members**.
- Click **Add Members**.
- Select the user you wish to add.
- Click **Add**.
To Remove a User:

- Click the Drop-Down arrow next to the chat name.
- Click View Members.
- Select the members you wish to remove.
- Click Delete icon.
- Click Delete Button.
- Click Done.

To Delete a Chat Room:

- Select the Chat Room you would like to delete.
- Click Delete icon.
- Click Delete button.
For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.