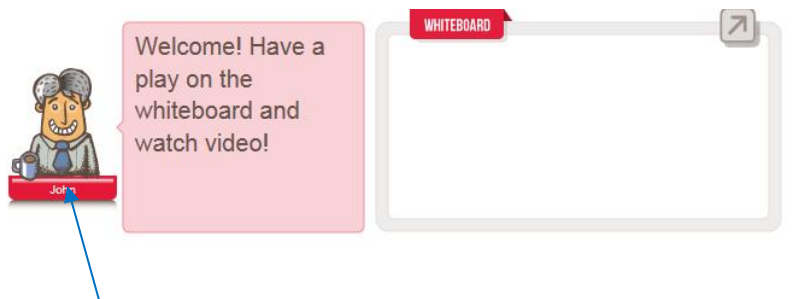


## How to send a Personal Message to the Facilitator

If you want to tell the Facilitator something that you don't want the rest of the room to know, you can send them a Personal Message.

Click/tap on the Facilitator's Avatar towards the top left of the Chat Room.



This will bring up an email template.

Once you have finished sending the email, you will be right back in the Chat Room.

Please note: you cannot send Personal Messages to other Participants.