This page shows you how to allow your website visitors to chat with each other in a few steps.
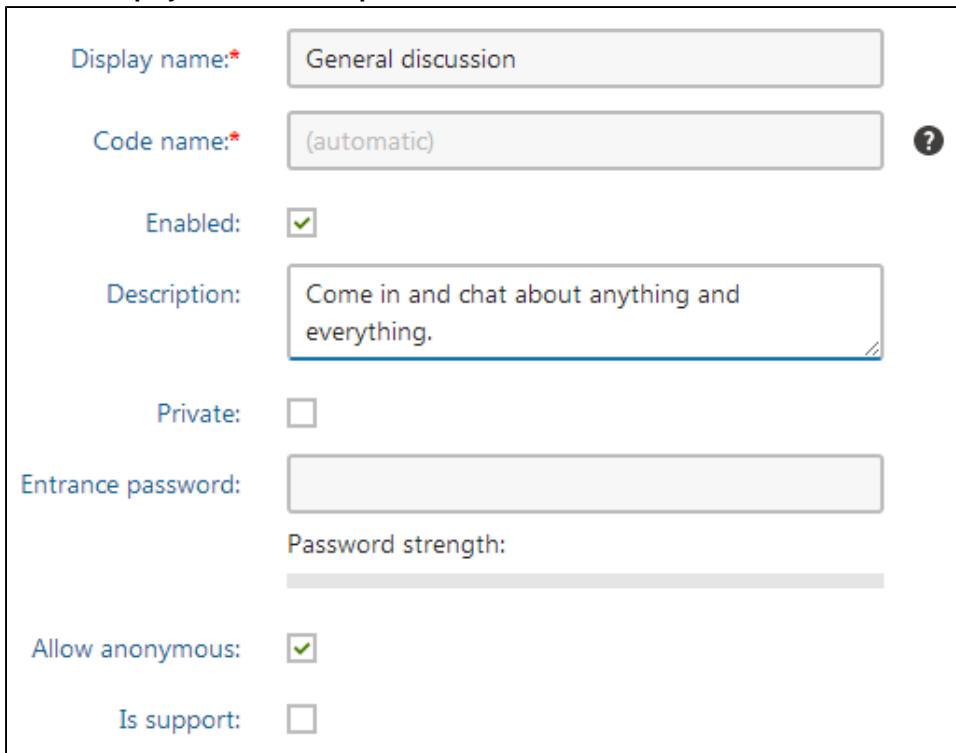

Quick guide to setting up chat

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1. Create some chat rooms in the **Chat** application.
2. Place the **Chat web part** on a page.

Creating chat rooms

First, you need to create chat rooms that users will join and chat in.

1. Open the **Chat** application.
2. Click **New chat room**.
3. Fill in the **Display name** and **Description**.

- The other settings determine the type of the room. You can leave them unchanged.
4. Click **Save** to create the room.
5. Click **Chat rooms**. The system shows the list of existing rooms, which now contains the room you just created.

You have created a room, which users can join and chat with others. Repeat the procedure any number of times to create other rooms.
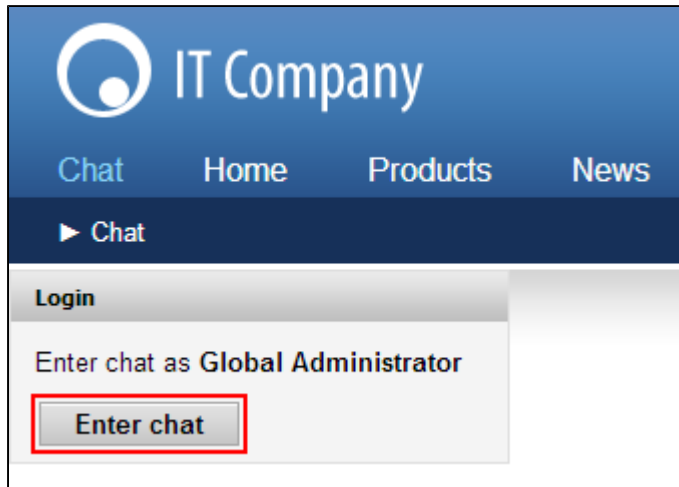
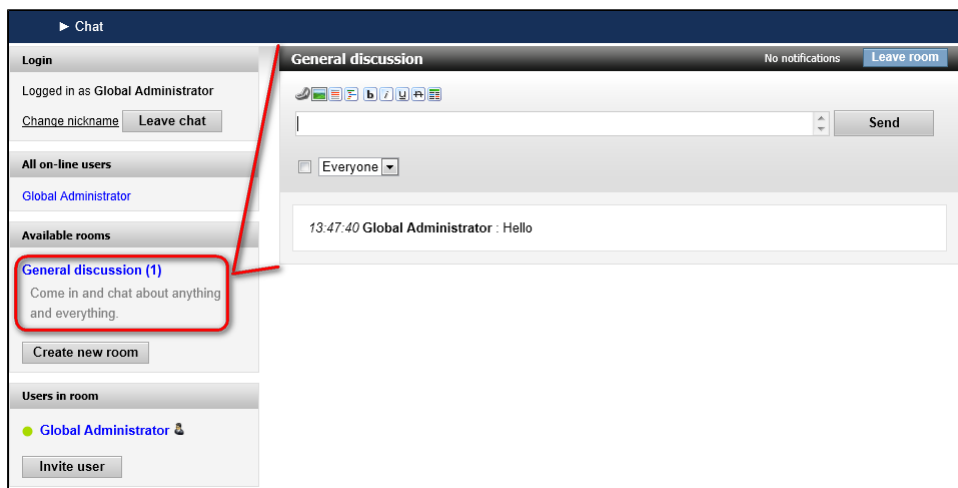- Learn more about chat room management

Setting up chat on site

1. Open the **Pages** application.
2. Create a new page of type **Page (menu item)**. Choose to **Create a blank page** and click **Save**.
3. Switch to the **Design** tab.
4. Search for "*Chat*" in the web part toolbar on the right and drag the **Chat web part** into **zoneA**.
5. In the **Web part properties** dialog, leave all the settings at their default values and click **OK**.

You can now test the chat functionality on the Chat page.

1. Open the live site and navigate to the **Chat** page.
2. Click **Enter chat**.

3. Click a room in the list of **Available rooms** and start chatting with other users in that room.

You have set up chat on a site using the Chat web part.

- [Learn about other chat setup options.](#)