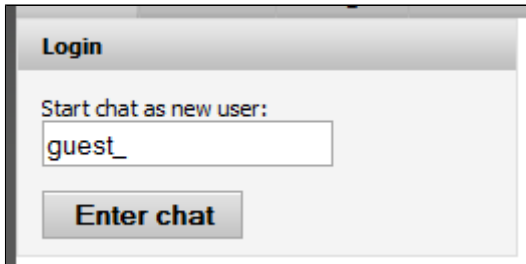This page describes the default chat layout when using the **Chat web part**.
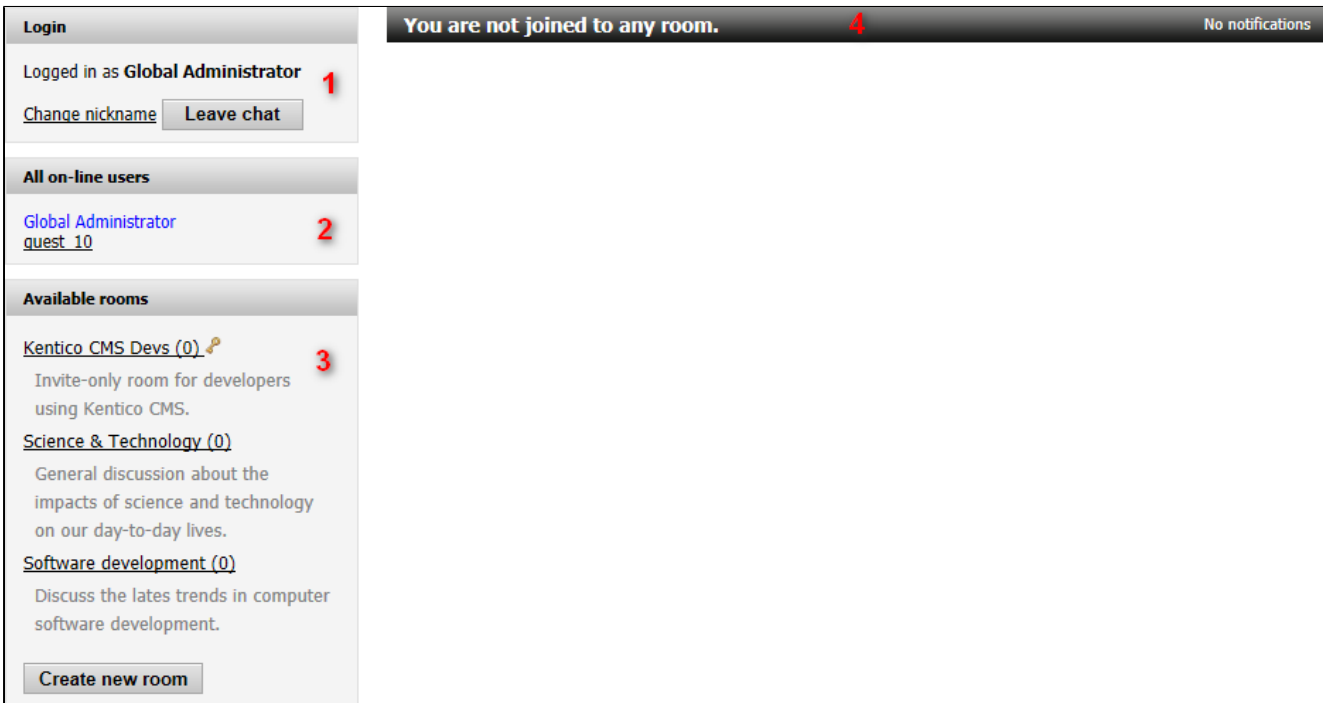
The Chat web part groups all the available components into a single ready-to-use web part. When you access a page with the web part for the first time, you will see a log-in box.

Logging in to chat

Once logged in, you will be presented with the following screen.

1. **Login information** - displays your nickname, a link allowing to change the nickname, and a button to log out.
2. **On-line users** - shows the list of users that are on-line in the site's chat. Allows to initiate a one-on-one chat session with a user.
3. **Available rooms** - displays a list of chat of rooms that you can join.
4. **Notification area** - contains the name of the room you are in and displays a link which brings up the notifications dialog.

When you click a room in the list of rooms (3.), additional controls appear:

1. **Users in room** - lists all users who are on-line in the room or have elevated permissions for the room.
2. **Send message** - allows to type and send a message.
3. **Recipient** - defines who will see the message. A message can be addressed to everyone in the room or you can select a specific user to send it to. Checking the check-box prevents changing the recipient back to everyone after sending a message to a specific user.
4. **Messages area** - displays messages that are addressed to everyone, and private messages intended for the logged-in user.