Zoom chat functions

1. **When in the zoom call select the chat symbol opening the chat on the right-hand side**
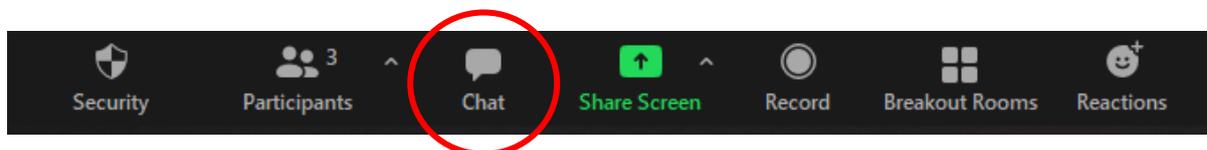
2. **Then click the ellipsis symbol circled below which shows up in the bottom right**
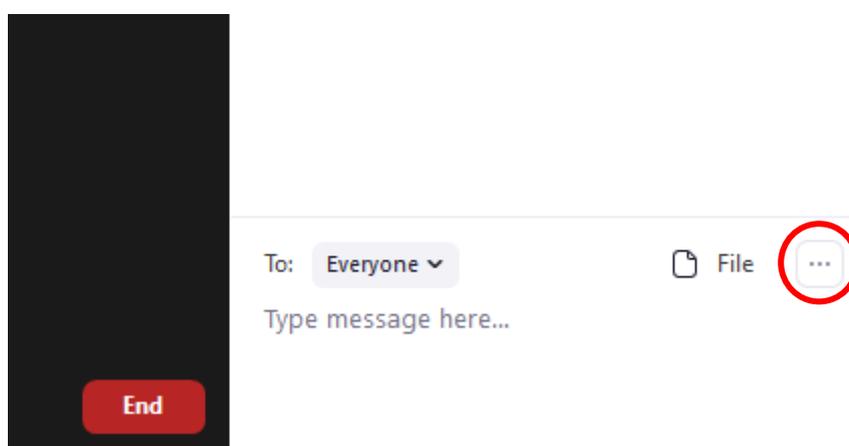
3. **Select whichever option you like but host only is useful**