

# Zoom Meeting - Prevent private chatting during a meeting

Turn off the ability for participants to chat privately (private chats are not saved when you save the chat)

[In zoom.us](#)

[Sign in](#)

[Click Settings](#)

[Scroll down to the Chat section](#)

[Toggle OFF Private chat \(make it gray\)](#)

## Chat

Allow meeting participants to send a message visible to all participants



Prevent participants from saving chat [?](#)

You have enabled "Save chat messages from the meeting / webinar" in cloud recording. You can go to [Recording Settings](#) to turn it off and not share the chat along with the recording. [×](#)

## Private chat

Allow meeting participants to send a private 1:1 message to another participant.



## Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.



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