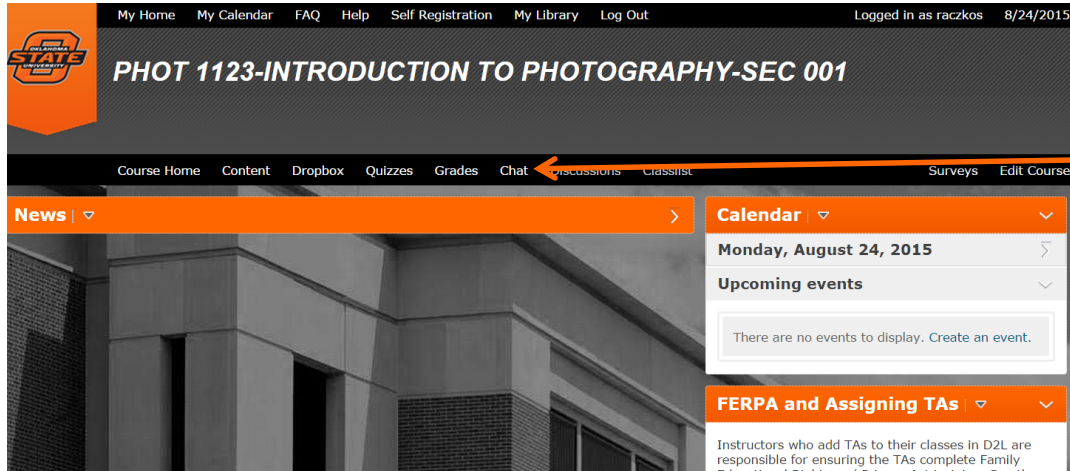




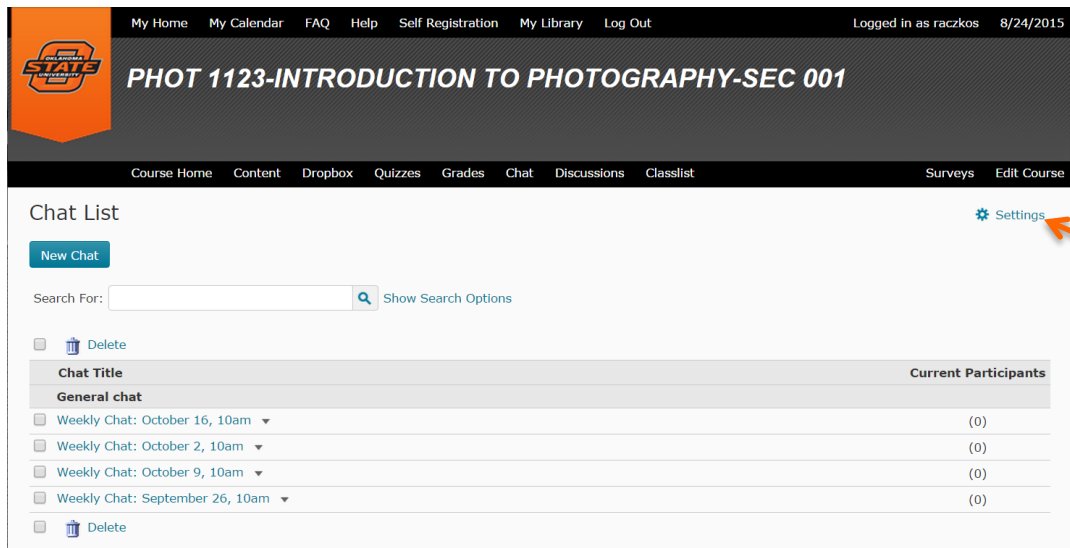
## General Chat Settings in D2L

1. In D2L, select the course you intend to edit.
2. On the Menu Bar, click on **Chat**.



Select  
Content

3. Within Chat, Click on **Settings**.



Click on  
Settings



- Under Chat Alias, set an Alias for yourself that will be displayed instead of your Desire2Learn username and choose style options for your Alias.

- Under Chat Settings, specify the **Message Order** in which your messages are displayed. Choose audio options for your Chat experience. Click **Save**.

You should now know how to customize your Chat settings. Please note these are not global changes. Encourage your students to follow these same steps to customize their Chat settings.

For further support, email [facultyd2l@okstate.edu](mailto:facultyd2l@okstate.edu) or call (405) 744-1000.