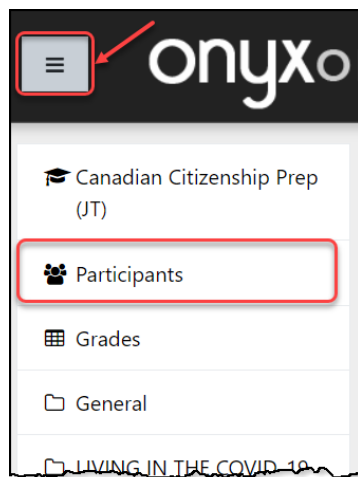


Messaging

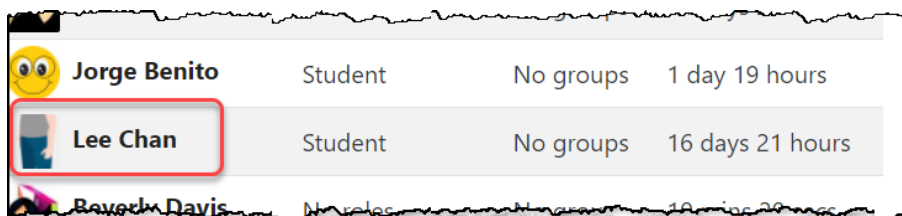
Communication with your instructor and other learners can help you to understand course expectations and locate resources. The easiest way to do so is to send *Messages*.

Sending Messages to Other Participants

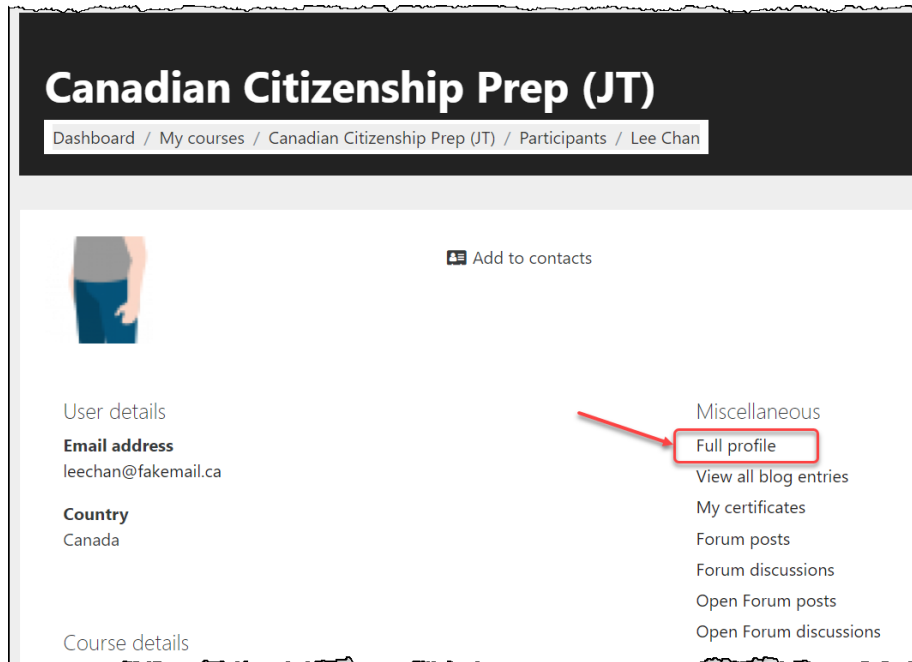
1. On the course page, in *the Navigation Drawer*, click on the *Participants* button.



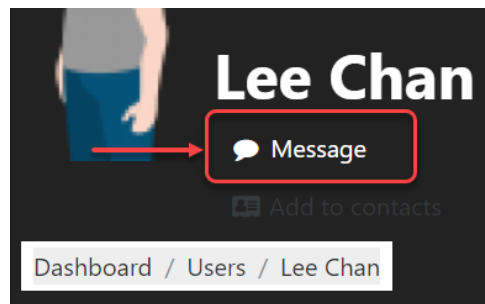
2. The course *Participants page* appears. Click on a name to select a person.



3. Click on the *Full profile* link of that user's profile page.



4. On the top of the page, near the chosen person's name, click on the *Message* link.

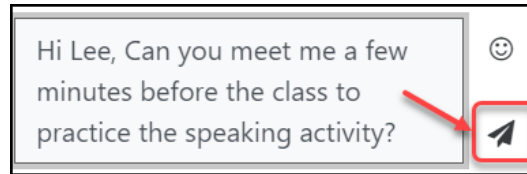


Your *Message* column opens on the right side of the page.

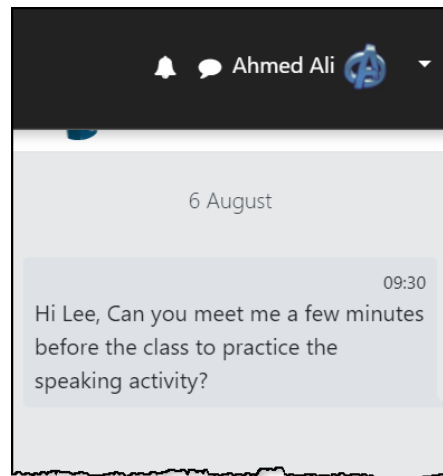
5. Type your *Message* in the textbox at the bottom of the column.



6. Click the *Send* button.

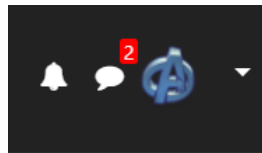


Your *Message* is sent and will appear in the dialog box in the *Message* column.



Receiving and Sending Messages Using Banner Icons

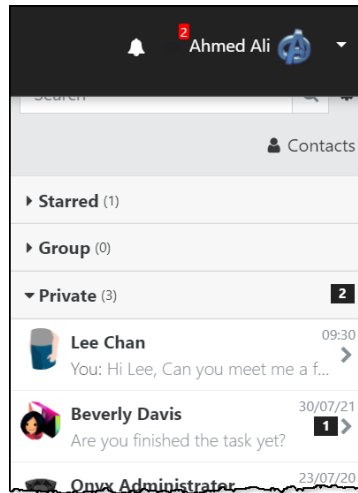
There are two ways that you can send and receive *Messages* from the site banner. One way is to look in the top right corner of the course where your name and picture are.



To the left of your name is the *Messages* menu. If a red and white number appears over the *Messages* icon, you have new *Messages*.

1. Click on the *Messages* icon.

A list of *Messages* appears, showing a few words from each *Message*.

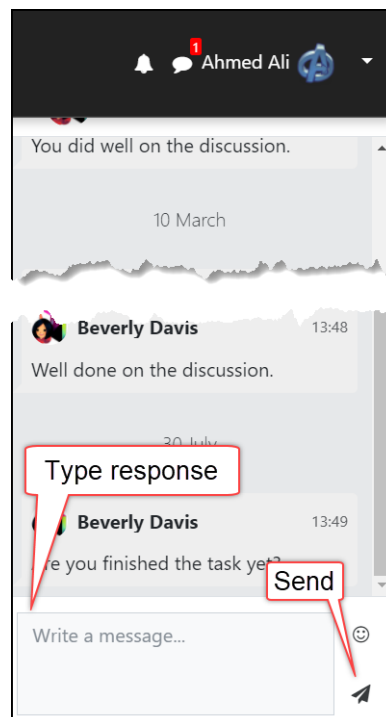


2. To read a full *Message*, click on the sender's name.

All *Messages* that you have exchanged with that sender appear.

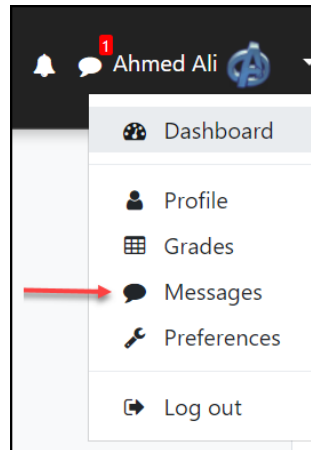
3. Scroll down to see the latest *Message*.

4. Type the response and click on the *Send* button.



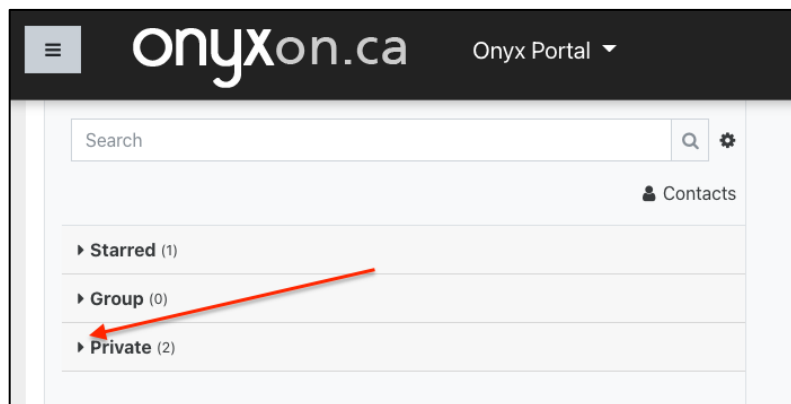
The other way to view your *Messages* is to:

1. Click on the arrow next to your profile name and picture.

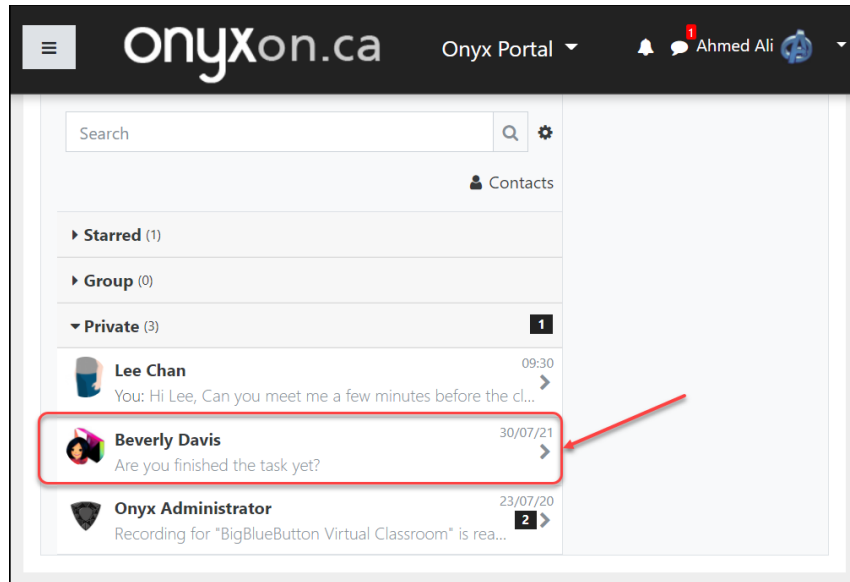


The *Message* page appears.

2. If necessary, click on the arrow next to *Private*.

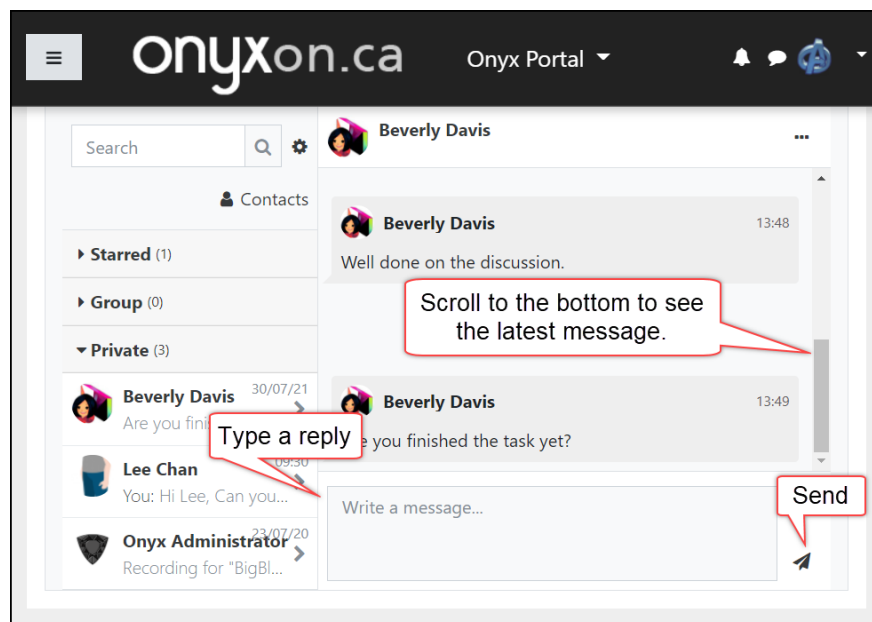


3. Click on the name of the person whose *Message* you want to read.



All Messages to or from that sender appear.

4. Scroll down to the bottom to see their latest Message.



5. Type your reply to the Message in the Write a message... textbox at the bottom of this column.
6. Click on the Send icon.