Module 2:

Messages





Use Messages for Internal Email

The Messages tool is a communication tool that allows site participants to communicate using internal course mail. Private messaging between groups is also supported. Using Messages, a participant can send private messages to another individual, a select number of individuals, or a select number of groups.

Messages that are sent with the "To Recipients' Email Address(es)" option will be sent directly to a participant's email address and will not be stored in the Messages area.

Compose a Message

1. Click **Messages** from the menu along the left side of your screen.

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2. Click Compose Message from the Messages tool title bar.



- 3. Select recipients for the email message. Hold Ctrl+name to select multiple recipients.
- 4. Enter in a Subject for the message (required).
- 5. Type in your message.

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6. Click on Add Attachment if you want to attach a file or resource.

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Add Attachment			
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7. Click **Send** when you are ready to send the message.

Read a Message

- 1. Click **Messages** from the menu along the left side of your screen.
- 2. Click **Received** to check for messages in the inbox.

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3. Click on the message subject to read the message.

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Messa	ges / Received		< Previous Fold	der <u>Next Folder ></u>
View	All Messages 🔹	Sear	ch for text:	Search
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4. You can also view messages "by conversation" if you need to follow related messages. Click on the dropdown box next to **View** to select **By Conversation**.

View	All Messages	-
	All Messages	
	By Conversation	



Create a Folder

You may want to organize your messages by using folders. First, you will create a folder or folders. Second, you can move received messages into the appropriate folder.

- 1. Click **Messages** from the menu along the left side of your screen.
- 2. Click on New Folder.

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3. Type in the name of the folder and click **Add**.

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Messages - Create Folder	
Required items marked with *	
* Folder Title Technical Questions	
Add Cancel	
4. From inside an open message, you can choose the	Move to folder button to move the
message.	
5. Select the radial button for the folder to move the r	message into. Click Move Message.

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Messages - Move Message To			
Received	(The message is currently in this folder.)		
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Technical Ques	tions		
Move Message	Cancel		

