

Module 2:

Messages



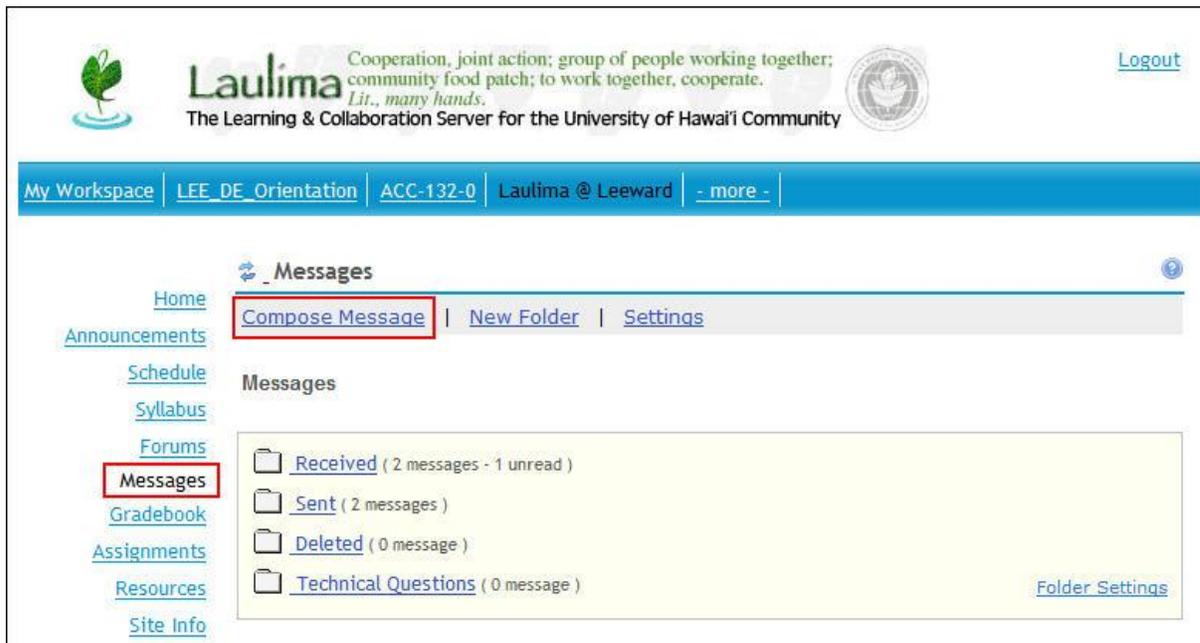
Use Messages for Internal Email

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.

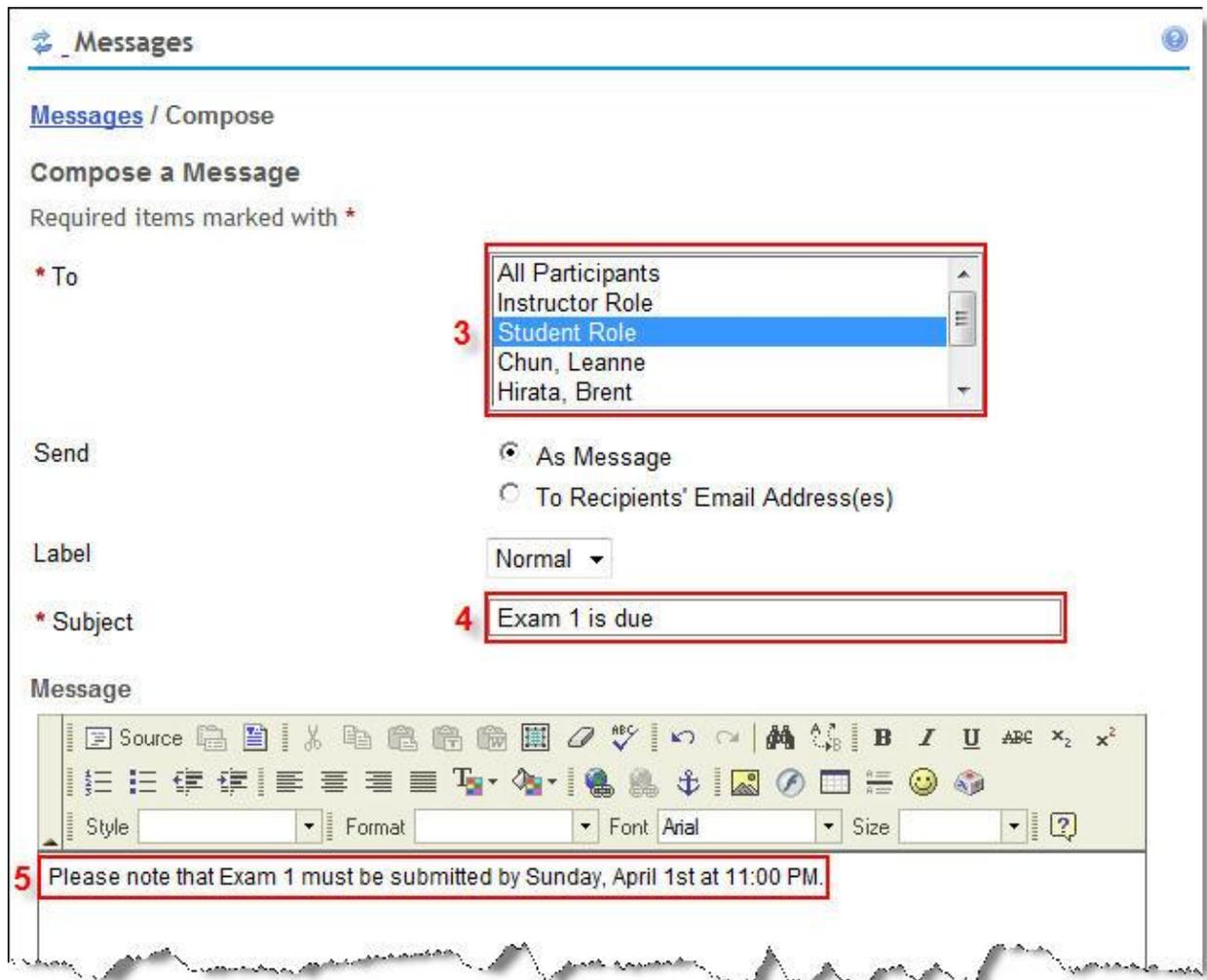
Compose a Message

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

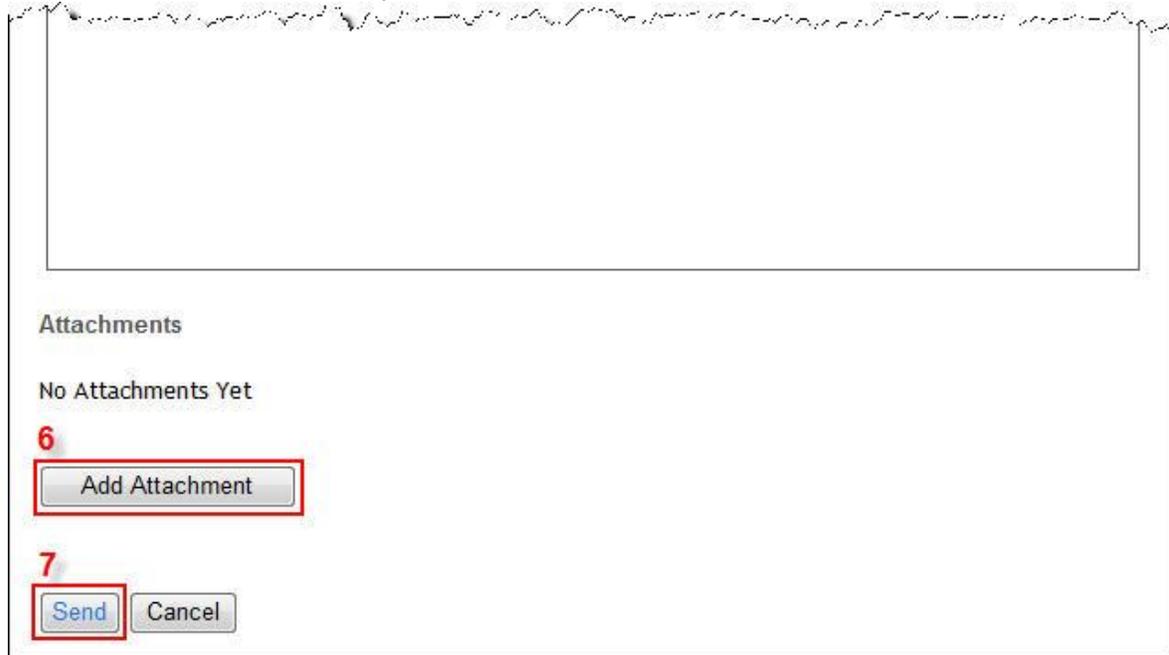


2. Click **Compose Message** from the Messages tool title bar.

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.



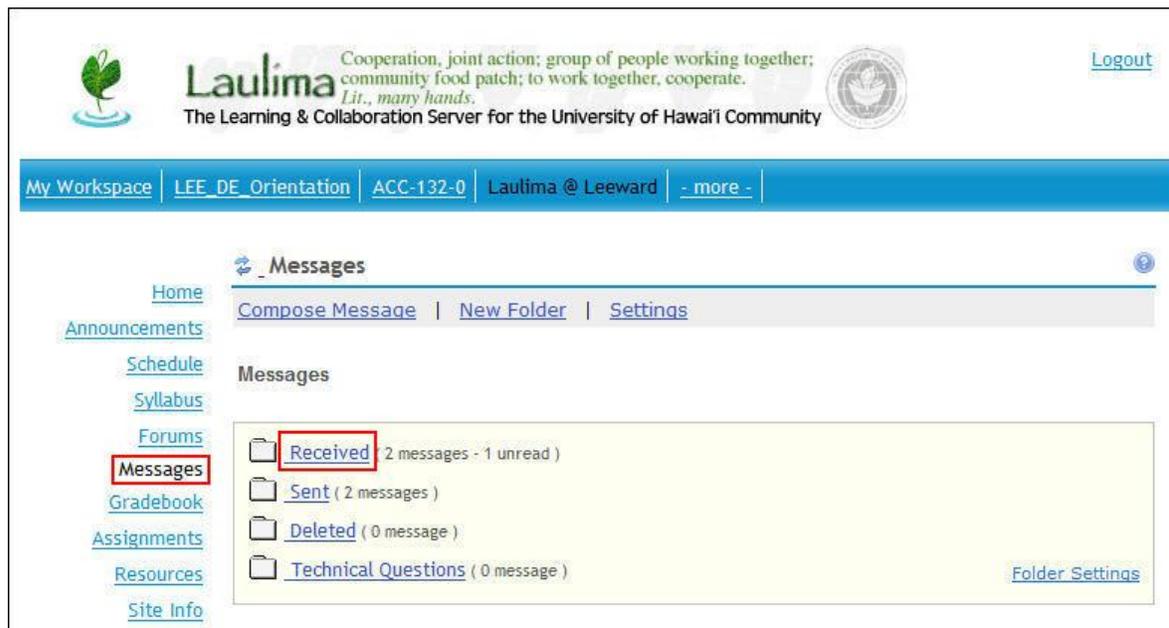
6. Click on **Add Attachment** if you want to attach a file or resource.



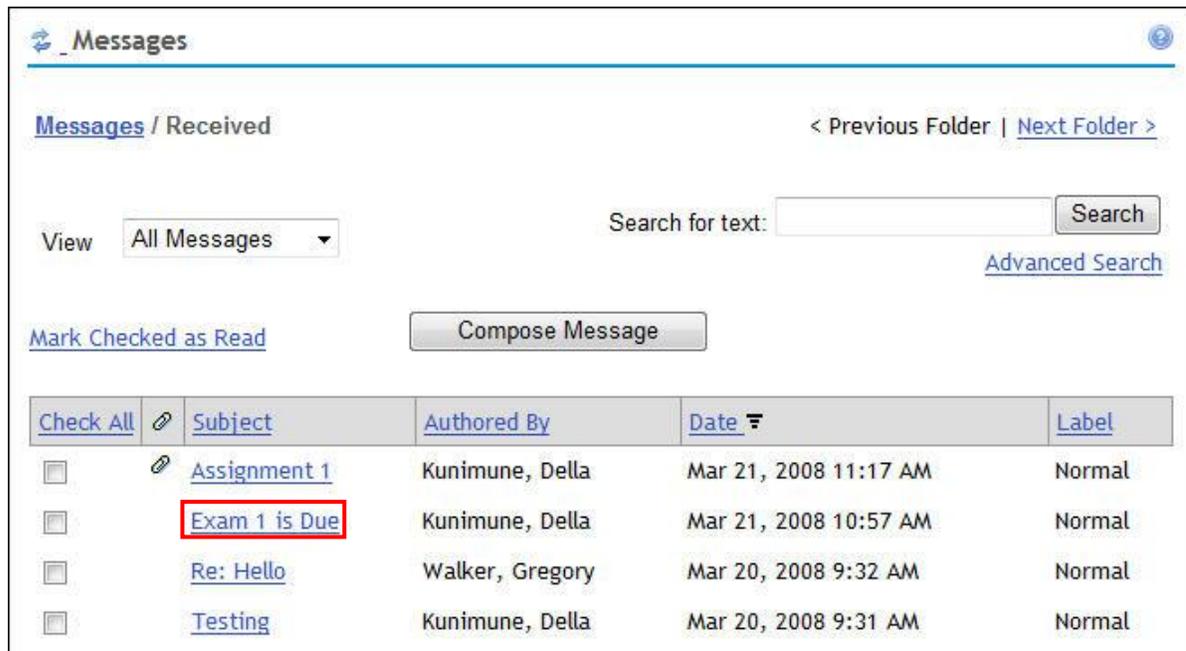
7. Click **Send** when you are ready to send the message.

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.



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



The screenshot shows the 'Messages' interface. At the top, it says 'Messages / Received' and has navigation links '< Previous Folder | Next Folder >'. Below this is a 'View' dropdown menu set to 'All Messages', a search box with the text 'Search for text:' and a 'Search' button, and a link for 'Advanced Search'. There are also links for 'Mark Checked as Read' and a 'Compose Message' button. The main area contains a table of messages:

Check All	Subject	Authored By	Date	Label
<input type="checkbox"/>	Assignment 1	Kunimune, Della	Mar 21, 2008 11:17 AM	Normal
<input type="checkbox"/>	Exam 1 is Due	Kunimune, Della	Mar 21, 2008 10:57 AM	Normal
<input type="checkbox"/>	Re: Hello	Walker, Gregory	Mar 20, 2008 9:32 AM	Normal
<input type="checkbox"/>	Testing	Kunimune, Della	Mar 20, 2008 9:31 AM	Normal

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**.



The image shows a close-up of the 'View' dropdown menu. The options are 'All Messages', 'All Messages', and 'By Conversation'. The 'By Conversation' option is highlighted in blue.

Create a Folder

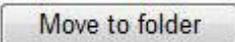
You may want to organize your messages by using folders. First, you will create a folder or folders. Second, you can move received messages into the appropriate folder.

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



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



4. From inside an open message, you can choose the  button to move the message.
5. Select the radial button for the folder to move the message into. Click **Move Message**.

