Messaging

Messaging provides a private channel for communication with other individual users. It is not course-specific.

Sending Messages

1. From within a course or the course home page, go to the Navigation block and click the My profile link (see figure below).

2. Click the Messages link to go to the Messages page.

3. In the Search field, type the name of the intended message recipient or a keyword in an existing message and click the Search people and messages button (see image below).

4. If necessary, click the Advanced link for more options, including the "Only in my courses" checkbox (see figure below) to narrow the search to people in courses in which the user is enrolled.

5. Type the recipient’s name and then click the “Search for a person” button (see figure above).
6. When the recipient’s name appears, click on the person’s name to open the message page (see figure below).

7. Type the message in the Message field and click the button.

**Checking Sent Messages**

1. Follow steps 1 – 6 of “Sending Messages.”
2. If you have sent or received messages, from the recipient, they will appear beneath the date the message was sent (see image below). Sent messages will appear on the left. Received message will appear on the right.

**Sending Messages to Multiple Students**

Using Messaging through your profile is not convenient if you want to send a message to a group or to the entire class. To do that, you should use the Participants page from within a course shell.

1. The link to the Participants page is found in the People block (see the figure below).
2. That will display a table containing the class roster (see figure below). Beneath that table you'll see three buttons: "Select All", "Deselect all", and "With selected users..."

![Roster Table]

3. Click the check box(es) in the far right "Select" column to pick one user or multiple users individually. You can also click the "Select all" button beneath the table to pick everyone on the roster.

4. After selecting recipients, click the With selected users... drop down button and select the Send a message option to go to the Message course users page. Type your message in the Message text field. Click the Preview button beneath the text field to view your message before sending it (see image below).

5. From the Preview page (see figure below), you can view the message and the click the Send button to send the message out. If you need to make changes to the message, click the Update button to edit it before sending it.

![HTML format preview]

6. Incoming messages appear in a box in the lower right hand corner of the window when you log into eCourses (see figure below). Click the Go to messages link to view the message(s).