

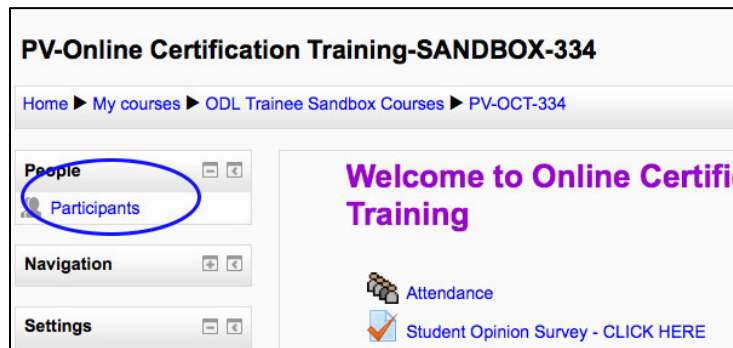
## eCourses Messaging

### Sending Messages From eCourses

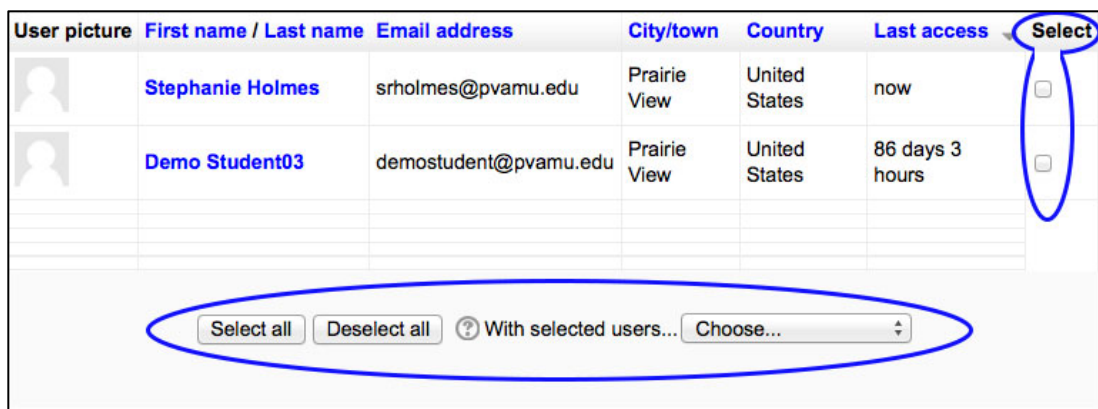
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To send messages to instructors or classmates, use do the following:

1. Click the **Participants** link in the **People** block in the upper left-hand area of the page (see the figure below).



2. A table containing the class roster, and the instructor, will appear (see figure below). Beneath that table are 3 buttons: "Select All", "Deselect all", and "With selected users..."



User picture	First name / Last name	Email address	City/town	Country	Last access	Select
	Stephanie Holmes	srholmes@pvamu.edu	Prairie View	United States	now	<input type="checkbox"/>
	Demo Student03	demostudent@pvamu.edu	Prairie View	United States	86 days 3 hours	<input type="checkbox"/>

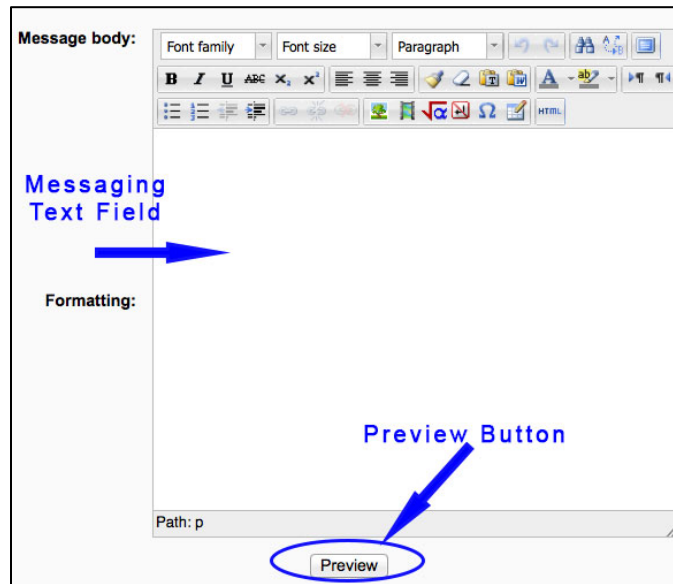
Below the table, three buttons are circled in blue: "Select all", "Deselect all", and "With selected users..." followed by a dropdown menu labeled "Choose...".

3. Click the check box or boxes 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

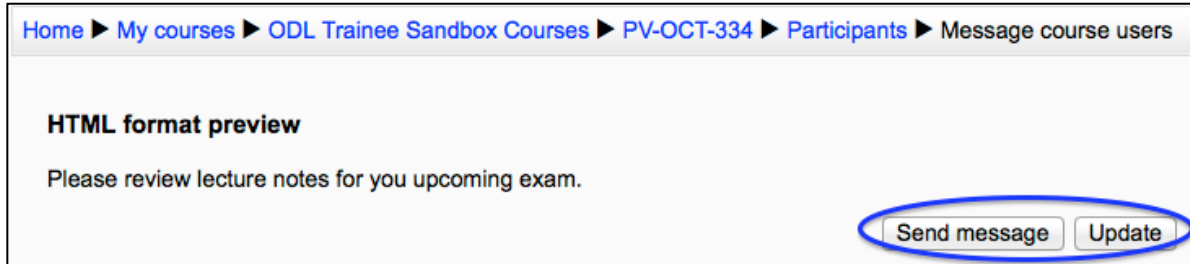
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5. Clicking the **Send a message** button takes you to the **Message course users page** (see figure below). Type your message in the Message text field. After typing your message, click the **Preview** button beneath the text field to view your message before sending it.



6. From the Preview page (see figure below), you can view the message before sending it. 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.



7. Incoming messages appear as a pop-up window when you log into eCourses (see figure below). Click the **Go to messages** link to view or reply to message.

