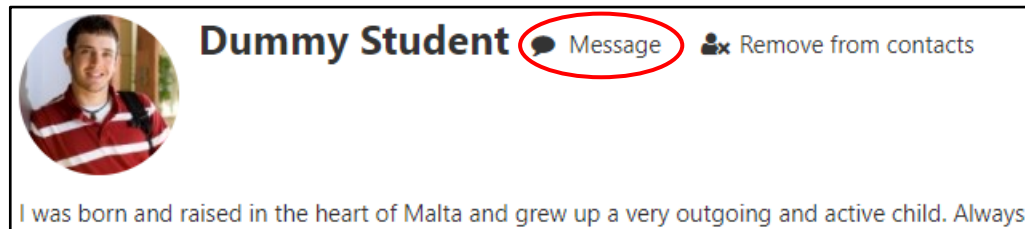


Sending messages

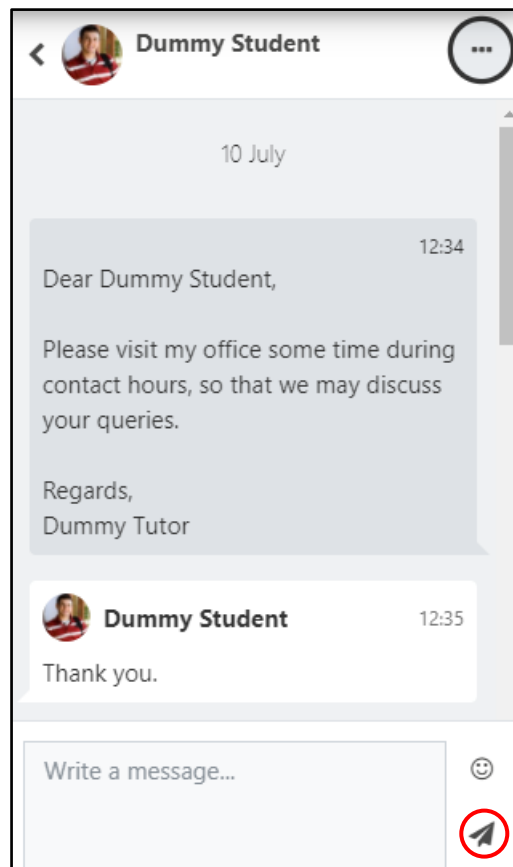
Sending a message to a participant

To send a message to a VLE area participant:

1. Click the name of the participant you want to contact, either from the *Participants* page (accessible from the tabular navigation menu) or from within an activity (i.e. forum, wiki, etc.). This will display the participant's profile page.
2. Click the **Message** button.

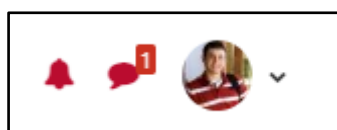


This will open the messaging drawer.



3. Type the message you want to send in the *Write a message...* text field.
4. Click the **Send** button.

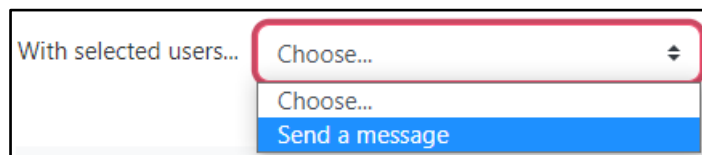
A new message notification will be displayed top-right corner of the VLE, adjacent to the *User* menu. The participant will also receive your message in their UM email.



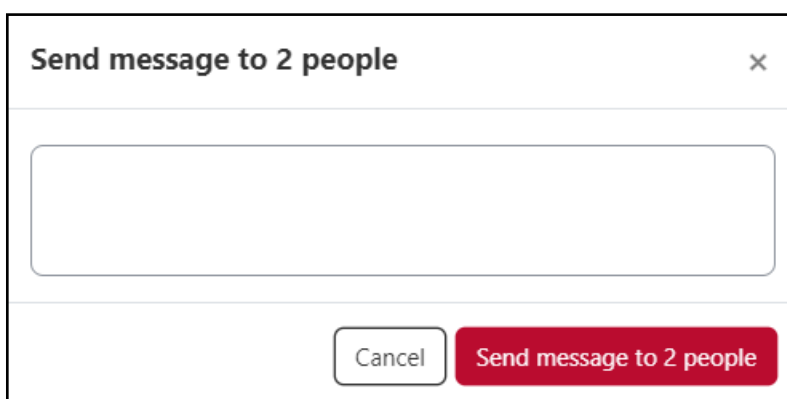
Sending messages to multiple participants

Tutors can send messages to multiple people at the same time. To send a message to multiple participants in your VLE area:

1. Access the *Participants* page from the tabular menu.
2. Tick the checkbox adjacent to each participant you want to contact.
3. After selecting the required participants, click the **With selected users...** dropdown menu and select **Send a message**.



The **Send message to xx people** dialog box is displayed.



4. Type the message you want to send to the participants in the text box.
5. Click the **Send message to xx people** button to send the message.

A notification to show that your message was sent will be displayed within a few seconds.

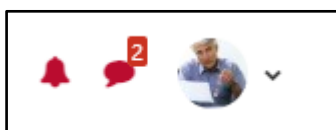


Note:

- If you need to send a message to all students enrolled on a VLE area, use the **Announcements** forum. You may refer to the quick guide, [Sending announcements](#).

Receiving and reading messages

A new message notification will be displayed top-right corner of the VLE, adjacent to your *User* menu.



You will also receive your message in your University email.