## 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* list (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.

< 🏐 Dummy Tutor 🛛		
26 October		
췤 Dummy Tutor	13:01	
Dear Dummy Student,		
Please visit my office some time due contact hours so that we may discu- your queries.	ring ss	
Regards, Dummy Tutor		
	13:02	
Dear Dummy Tutor,		
Thank you. I'd like to come during tomorrow's contact hour.		
Thanks, Dummy Student		Ŧ
Write a message		•

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

## **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.

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