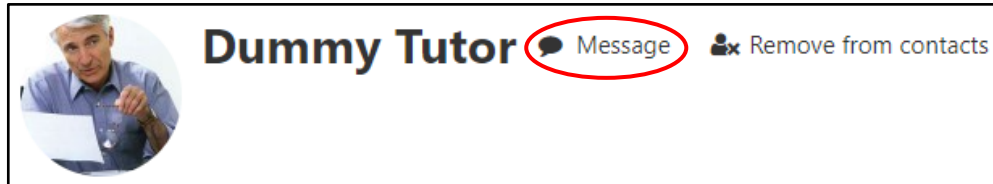


## Messages

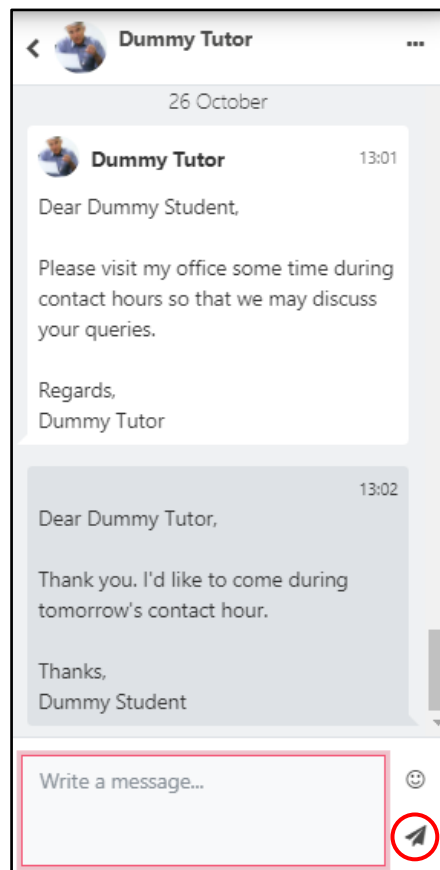
### Sending a message to a participant

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.



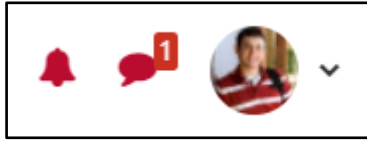
This will open the messaging drawer.



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.