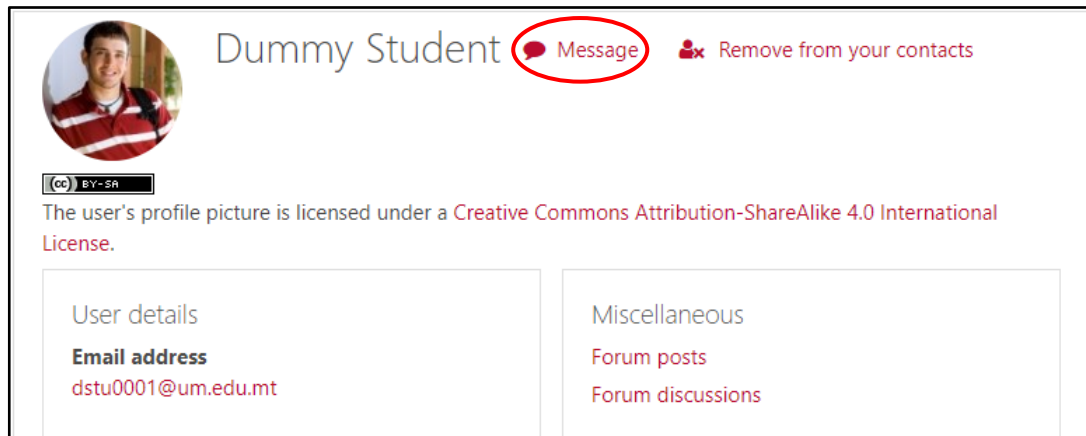


Sending messages

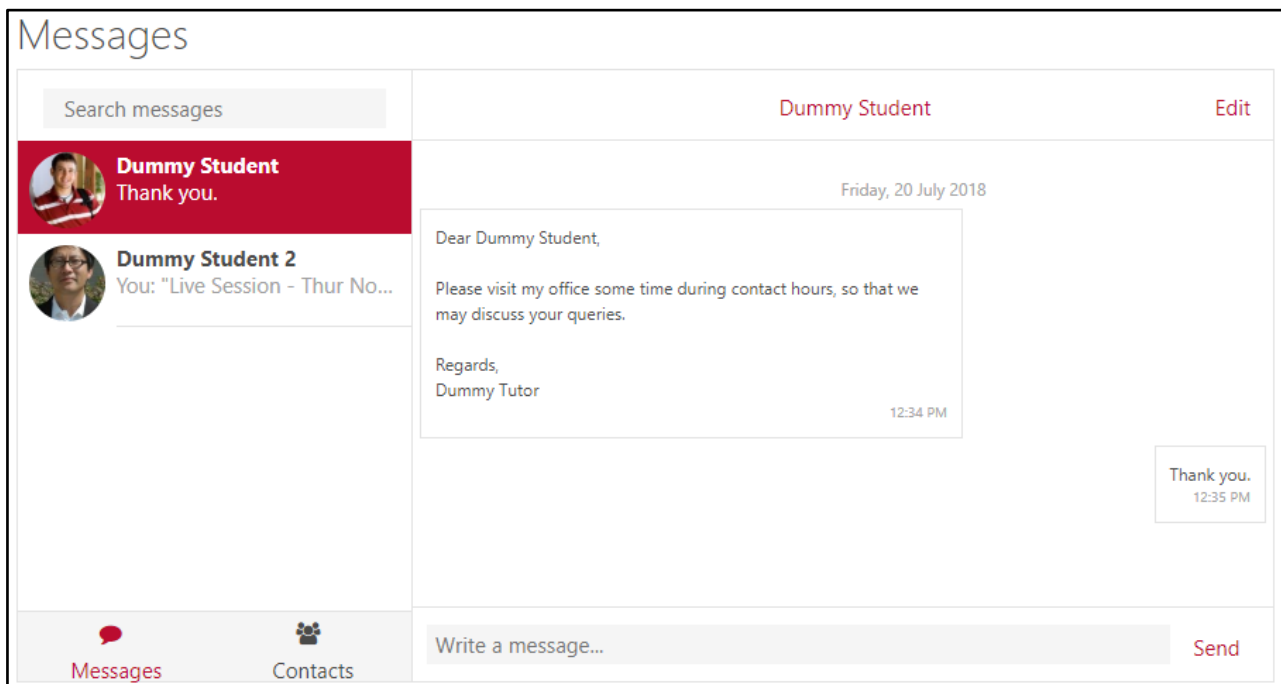
Sending a message to a participant

To send a message to a VLE area participant:

1. Click the name of the participant you want to contact, either from the *Participants* list (accessible from the navigation drawer) 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 system.



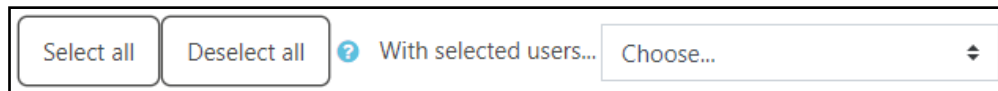
3. Type the message you want to send in the *Write a message...* text field.
4. Click the **Send** button.

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 navigation drawer.
2. Tick the checkbox adjacent to each participant you want to contact.

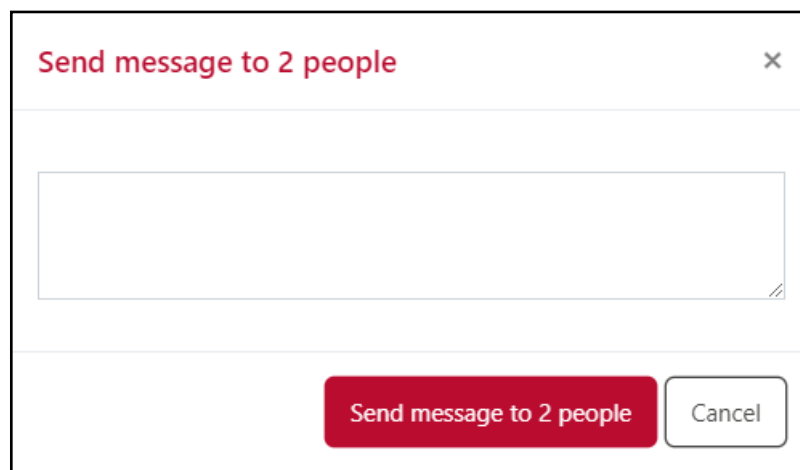
You may also select all participants by clicking the **Select all** button at the bottom of the page.



If the participants' list is on more than one page, it is suggested that you click the **Show all xx** button at the bottom of the page to view all participants on the same page.

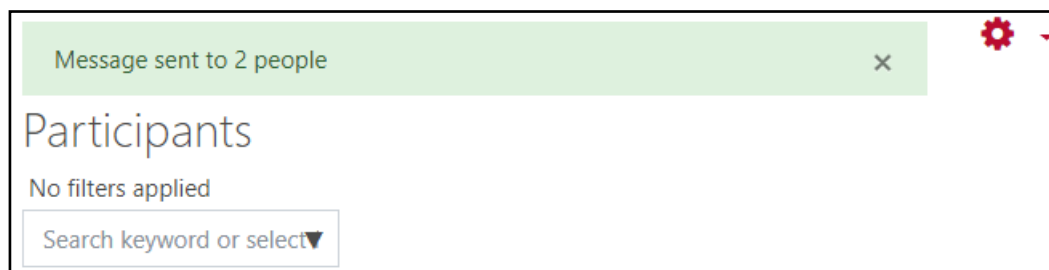
3. After selecting the required participants, click the **With selected users...** dropdown menu and select **Send a message**.

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.



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.