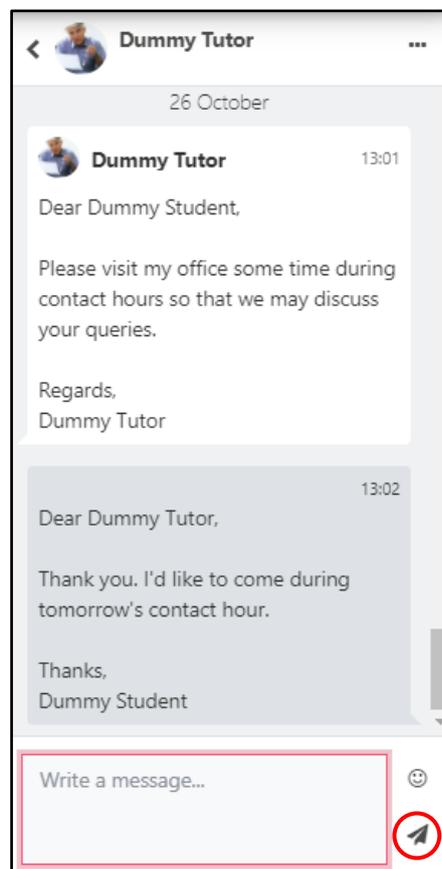## Messages

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 beneath the study-unit name) or from within an activity (e.g. forum). 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.