

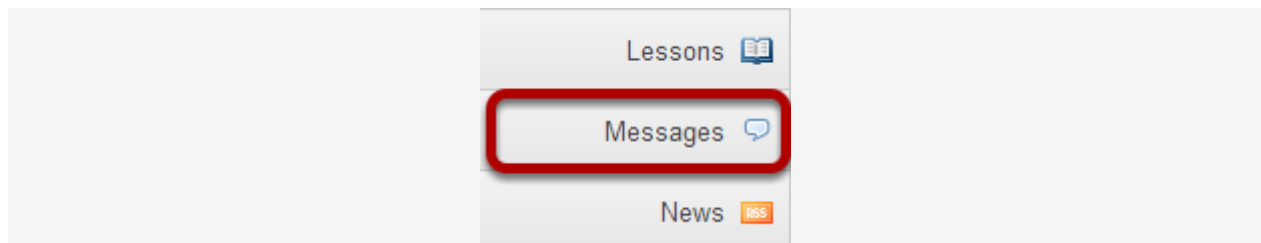
# What is the Messages tool?

The Messages tool offers a convenient way to send and receive private messages to other members enrolled in the course site. Each course site has its own Messages tool.

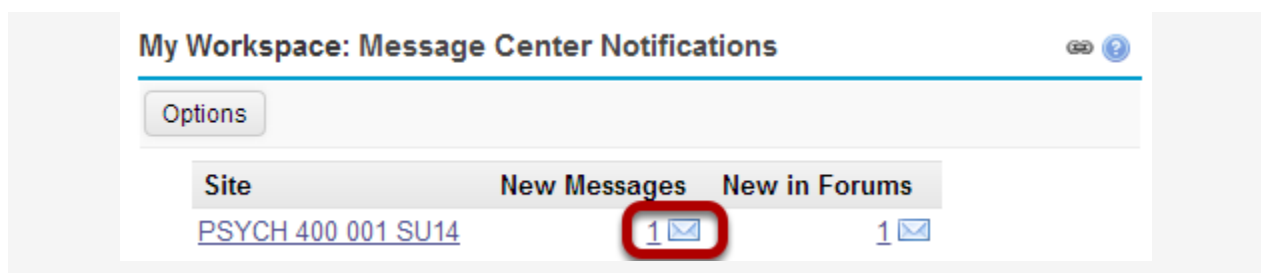
For example, if you are enrolled in two course sites (Site 1 & Site 2) you will have two separate inboxes, one in each site. When in Site 1 you may send and receive messages to and from members of Site 1. When in Site 2 you may send and receive message to and from members of Site 2.

The Messages tool is like email in some respects but the two have fundamental differences. The Messages tool does not use external email addresses. Instead, you simply select the person you wish to write from the list of enrolled site participants. Also, messages do not leave the system. They are not carried over the Internet like email is; therefore, they remain self-contained with the course or project site.

**To access this tool, select Messages from the Tool Menu in your site.**



**Or, go to Messages directly from your Message Center Notification links.**



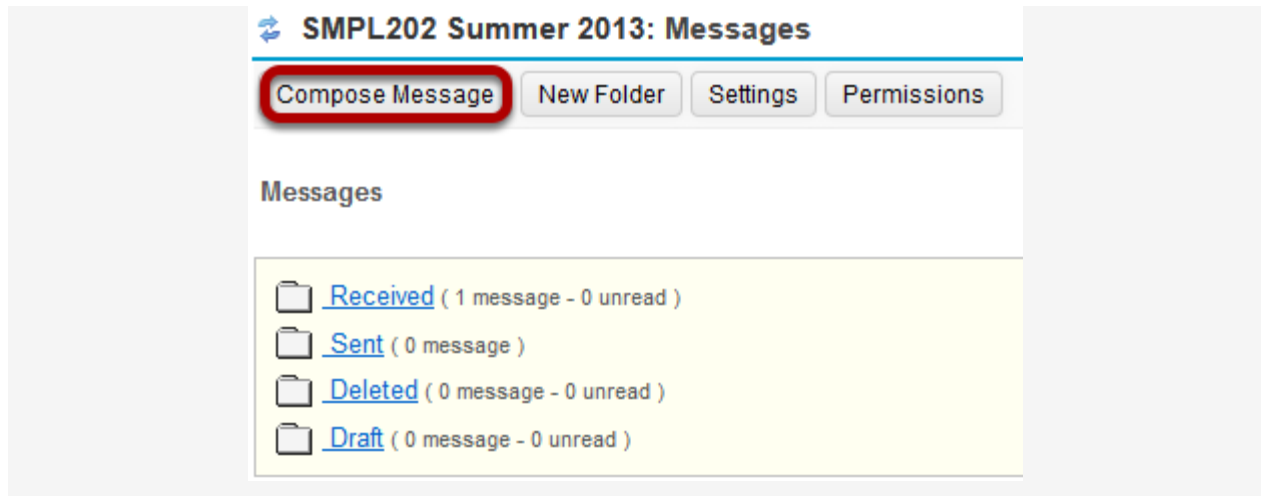
You may also click on the new message number indicator or envelope icon from the Message Center Notifications shown in My Workspace to go directly to Messages for a given site.

# How do I send a message?

## Go to Messages.

Select the **Messages** tool from the Tool Menu in your site.

## Click Compose Message.



Select **Compose Message** from the options at the top of the tool.

## Address your message.


## SMPL202 Summer 2013: Messages

Messages / Compose

### Compose a Message

Required items marked with \*

\* To

 [Add Bcc](#)

Send Cc

Label

\* Subject

Message



- All Participants
- Instructor Role
- Student Role
- Demo1, Student (demo1)
- Demo2, Student (demo2)
- Demo3, Student (demo3)
- Demo4, Student (demo4)
- Demo5, Student (demo5)
- Demo6, Student (demo6)

Click the **To** field to expand the course member list. Select the member of the course that you wish to address. You can repeat this step to address your message to multiple recipients.

*Tip: You can address a message to all members assigned to a specific role by selecting that role from the list. For example, you can send a message to all instructors by selecting "Instructor Role".*

### Send Cc. (Optional)

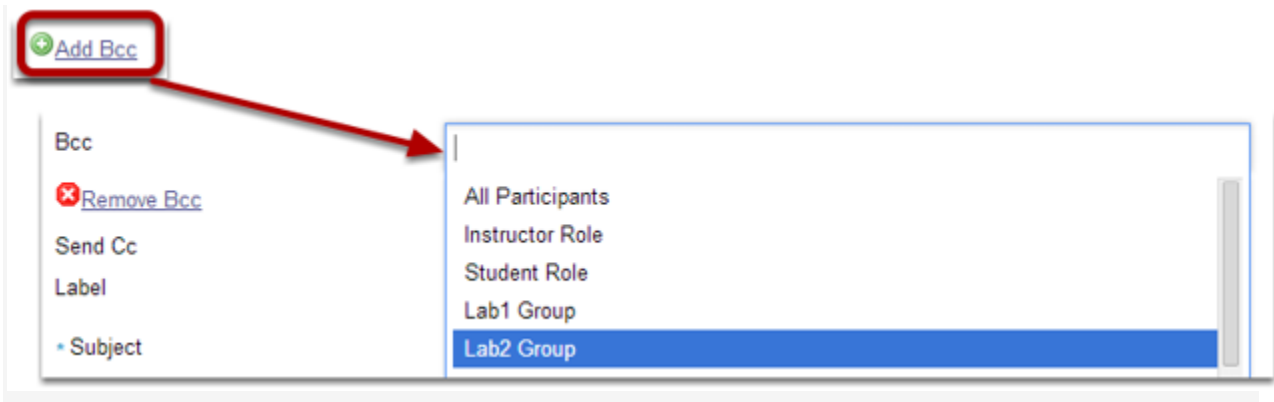
Send Cc



Send a copy of this message to recipients' email address(es)

If you would like to send a copy the recipient's external email address, check the box for **Send a copy of this message to recipients' email address(es)**.

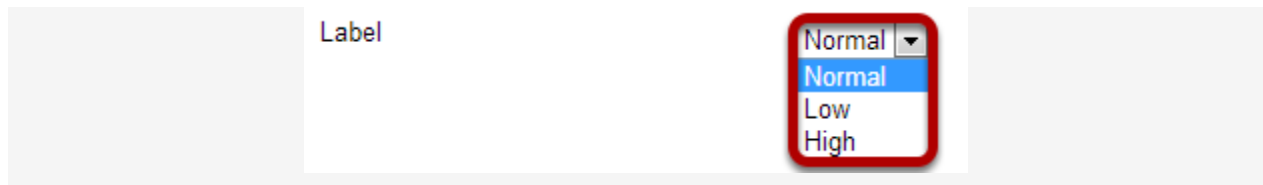
### Add Bcc. (Optional)



If you would like to blind copy recipients on the message, click the **Add Bcc** link to expand this option, and then click in the Bcc address field to select recipients from the list of site participants.

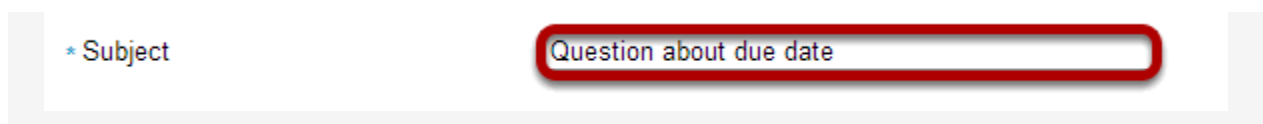
*Tip: The Bcc option allows you to send a message to multiple people without the recipients being able to see the other people addressed in the message. Faculty often use this option when emailing groups of students about grade-related issues in order to protect the students' privacy and FERPA rights.*

## Apply a label.



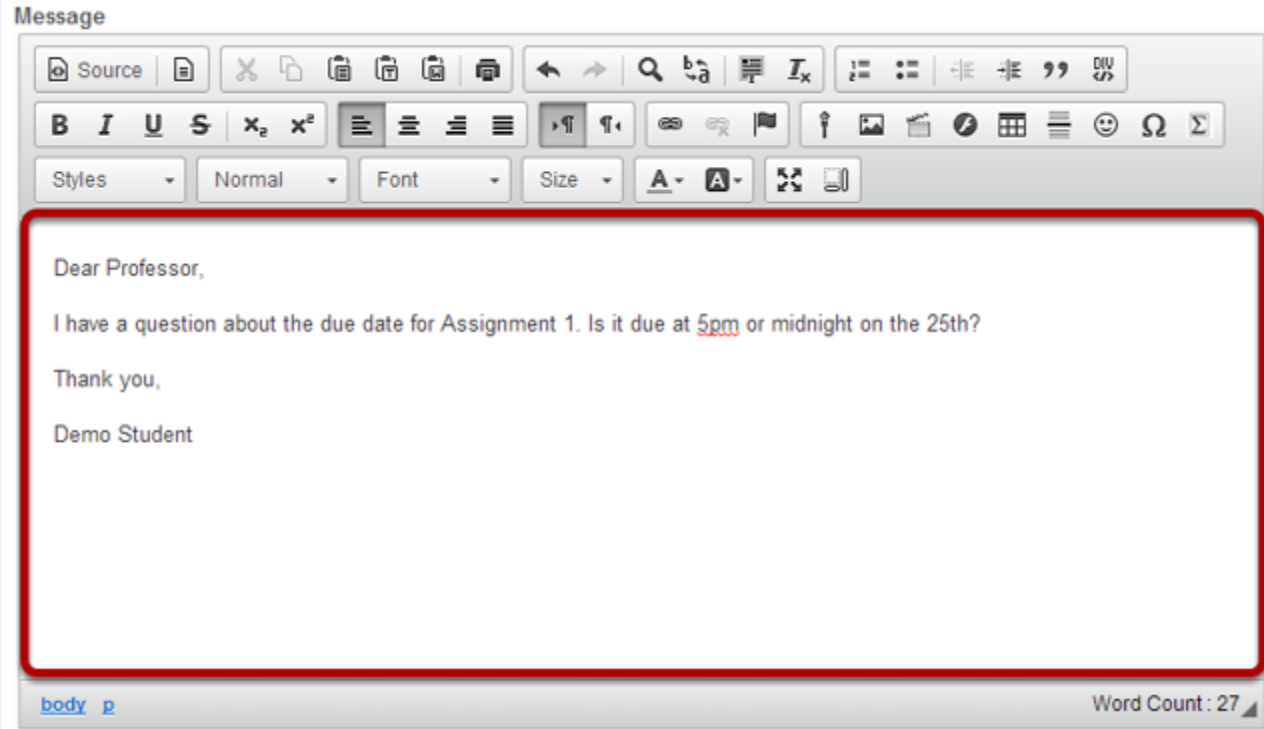
You may apply a label from the drop-down menu to indicate the priority of your message. The default label is **Normal**. You may change it to **Low** or **High** if desired.

## Enter a subject.



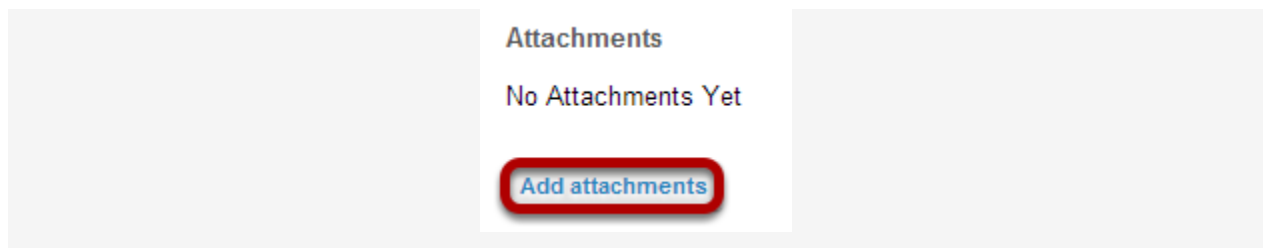
Click the **Subject** field. Type the subject for your message.

## Enter a message.



Type your message into the Message box.

## Add an attachment. (Optional)



If you would like to attach a file to your message, click the **Add attachments** button to browse for and select your file.

## Send the message.



Select **Send** to send your message.