Using the Messaging Feature

To send messages to other members of the class you first go to the home page of your course. Click on the **Send** heading on the left-hand side underneath the **Personal Messages:** heading. A window like this should open.

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	Nik's Level 7 Home Page	Send a Message		
	Home Conferencing	Send To: Members of "Nik's Level 7 Hon [Show members of all my classes]	ne Page":	
	Link Shuring	Send to All		
	Documents	alberto perez	Cristina alonso	
N	Class Schedule	 Anonymous187597 Anonymous202307 	🗖 isabel cisnesos 🗖 Jose Maria Alvarez	
	Class Members	Anonymous202308	Karla Sánchez	
		Anonymous212618	onymous212618 🔲 Kayo Ishida	
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Personal Messages : View 1 Send	Anonymous231078	Maria Martiañez	
		Anonymous231000	🗖 María Burór.	
	Classes:	Anonymous231002	🗖 María Garcia	
	Tom ( Clears ( Tuol) ( Densits	antonio garcia	MARIA ANTONIA FERMANDEZ	
	Class Administration	🗖 Beatriz Ambrosio	Miguel Ángel Muñoz	
		Beatriz Fernandez	Maiam Blanto	
	Edd. User Proble	🗖 Begcha Casas	Nicholas Peachey	
	ICA FAD	🗖 Camilla Cesari	🗖 Sabino Ochandiano	
		CANDIDO ALFREDO BLANCO	🗖 Trojan Horse	
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		Cristina Barranco	Victor Javies Esteban	
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It contains the names of all the people enrolled on your course. You can send a message to all of them by clicking in the **Send to All** box, or just select recipients by clicking next to their name.

You then have to move further down the page to add a subject and a message. When you are ready click on **Send Message**. If students have entered their email address when they registered they will get the message forwarded from the Nicenet server to their email

	TA 2 2 2 3	29
	🗖 Cristina Barranco	🔲 Victor Javies Esteban
Change Class	Cristina Vazquez	
PROTECT YOUR PRIVACY.	Other Users*	
LOGOUT	*You may send a message to any multiple users, separate the user	rone in the ICA system if you know their usemame. To send to tanes with commus
	Subject	
	Message:	
N	Leave a blank line between parag tags.	raphs. You may include HTML, but please make sure to close you
	Conditioners	

To view messages simply click on <u>View</u> and you should see something like this.



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