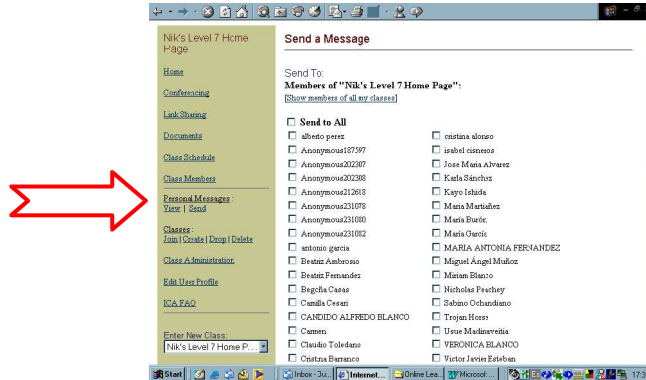


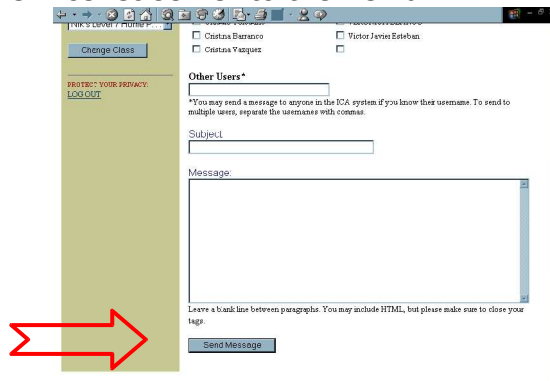
Using the Messaging Feature

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.



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



To view messages simply click on **View** and you should see something like this.

