

## Messages

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1. Click **Messages** on the **Course Tools** menu.
2. Select Create **Message**.
3. Select the **Recipients** using the arrow buttons.
4. Type in the **Subject** and compose the message in the **Body**.
5. Click **Submit**.
6. Users will find an **Inbox** folder containing new Messages and a **Sent** folder containing all the messages they sent by clicking on the **Messages** in the **Course Tools** menu.