

MESSAGES

1. Select **Tools** on the **Course Menu** > click **Messages**.
2. Click the **Create Message** button.
3. Select the **Recipients** using the arrow buttons.
4. Type in the **Subject** and compose the message in the **Body**.
5. Click **Submit**.

NOTE: 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.