

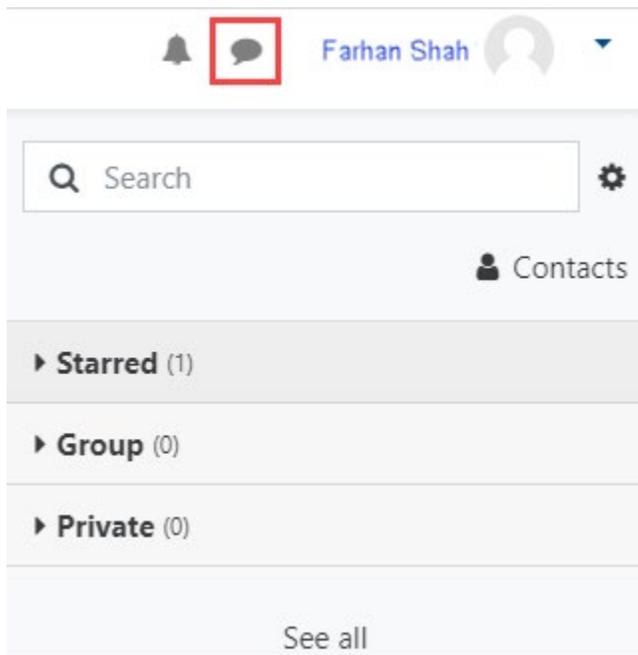
Messaging in Moodle

To communicate publicly with everyone in your workshop, you will use discussion forums, but for private communication with facilitators or others, you can use messaging.

View your messages | There are two ways to view your messages.

Option 1

1. Click Inbox, located in the Menu Bar.
2. Unread messages will then be displayed. These will be listed under either Online contacts, Offline contacts or Incoming contacts.
3. The number of unread messages is displayed in brackets after the name. For example, "Jeff Smith(2)".
4. Click the name of the person to view the message(s).



Option 2

5. Click on your profile.
6. Select the inbox from the menu.
7. Click on the name of the person to view the message(s).