

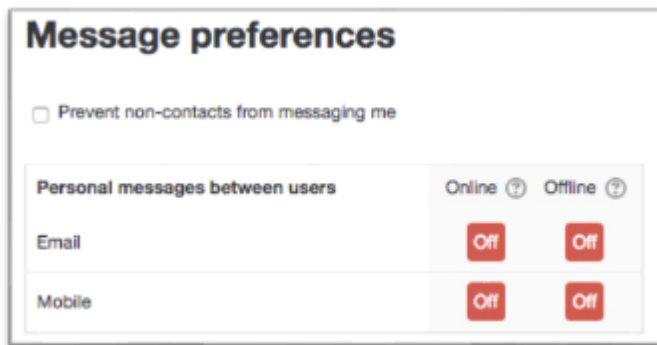
# Tips for Using Moodle Messages

## Overview

This guide covers how to set your Messaging Settings and how to send and view Messages.

## Setting Message Settings

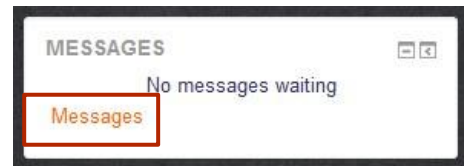
1. In the upper-right side of the Moodle screen, use the toggle next to your user image to access **Preferences**.
2. On the Preferences screen, select **Message preferences**.
3. You will see options for you select regarding what type of notification you want to receive. Click the question mark next to items for details.



You might notice the setting to “Prevent non-contacts from messaging me.” **Do NOT ever** checkmark that option. If you have not added an instructor as a contact, for example, and that box is checked, you won't get any of the messages your instructor sends to you.

## Sending Messages

1. Click the **Messages** link in the MESSAGES block in the top-left corner of the Moodle screen. (Rightclick the link to open a new tab or window to avoid leaving your current browser page.

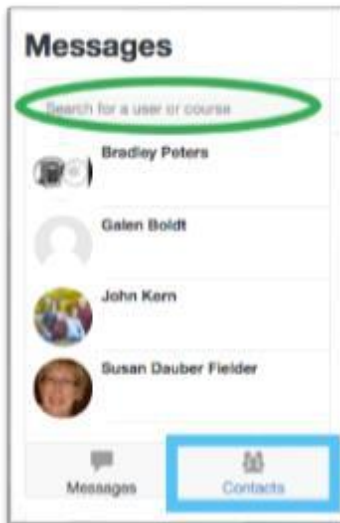


ALTERNATIVE: Click the Messages icon in the top-right corner of the Moodle screen and choose **New Message** to access messaging.

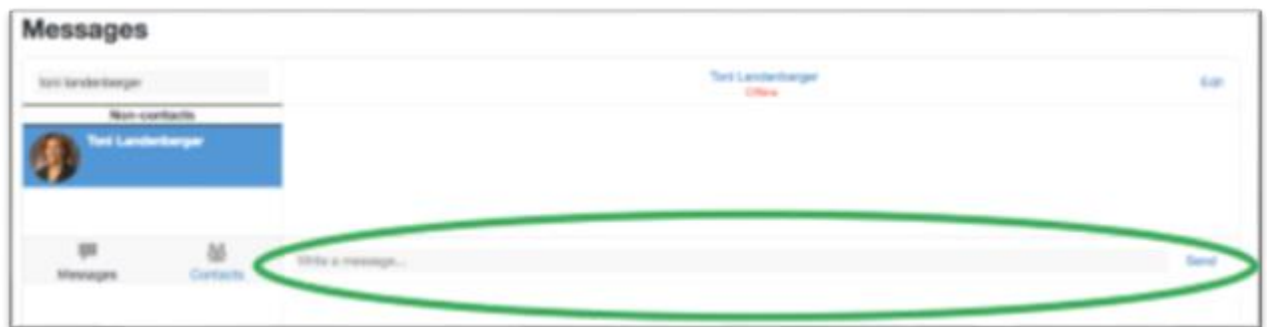


2. If the intended contact is already listed, **skip to #3**.

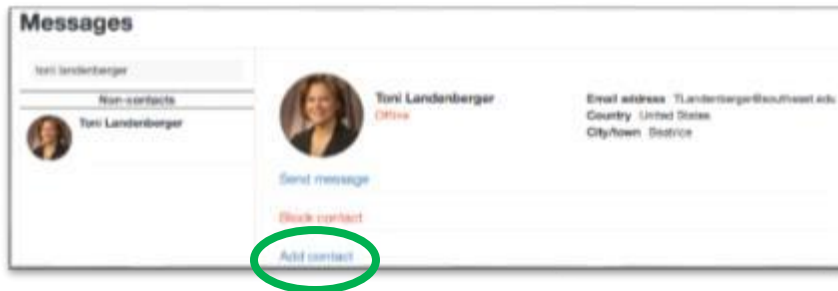
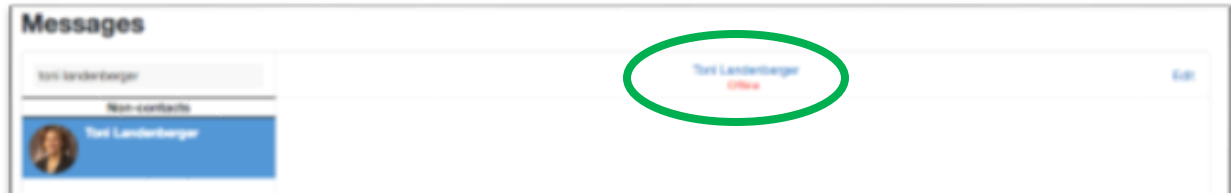
If the intended contact is **is not already listed**, click the **Contacts** icon at the bottom of the first column and go back to the top of the column to type the name of the person you want send a message. **Searching by last name usually yields the best results**. A list of users appears below the search field.



3. Click the name of the person you wish to send a message. The conversation history (if there is any) and a message box will appear on the right-hand side of the Messages page. **Type the message** into the box and select **Send**.



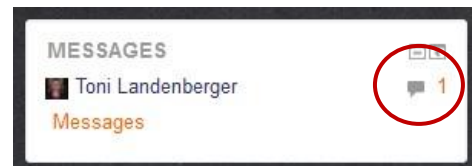
4. To add the person to the **Contacts** list, **clicking the user name at the top of the right column** opens a menu where **Add contact** may be clicked.



**Note:** To remove a contact, click the name of a person in your Contacts list, click their name at the top of the right column (as seen in the screenshot above). You will then see the same menu as when you add a contact, but rather than seeing the Add Contact link (as seen in the screenshot above), you will see a Remove Contact link.

## Viewing Messages

1. If someone sends you a message, you will see a notification in your **Messages** block similar to the right.



Alternatively, you can access new messages from the messaging menu at the top of the Moodle screen.



2. To view your message, click directly on the message icon. (Note: If you click on the person's profile picture instead, you will be taken to their Profile, not the message.)
3. When you click the message icon, you will see the message and can respond, if needed.