

# What is the Messages tool?

The Messages tool offers a convenient way to send and receive private messages to other members enrolled in the course site. Each course site has its own Messages tool. For example, if you are enrolled in two course sites (Site 1 & Site 2) you will have two separate inboxes, one in each site. When in Site 1 you may send and receive messages to and from members of Site 1. When in Site 2 you may send and receive message to and from members of Site 2.

The Messages tool is like email in some respects but with two fundamental differences. The Messages tool does not use external email addresses. Instead, you simply select the person you wish to write to from the list of enrolled site participants. Also, messages do not leave the system. They are not carried over the Internet like email is; therefore, they remain self-contained within the course or project site.

**To access this tool, select Messages from the Tool Menu in your site.**





## Or, go to Messages directly from your Message Center Notification links.

Message Center Notifications

Link

Help


Options

| New Messages  | New in Forums | Site                                     |
|---|---------------|--|
| 1  | none          | <a href="#">TEST 003 015 Summer 2020</a> |
| 1  | none          | <a href="#">TEST 002 025 Spring 2020</a> |
| none  | none          | <a href="#">TEST 004</a>                 |

Message Center Notifications

Link

Help

|                               |   |
|-------------------------------|---|
| <a href="#">New Messages</a>  | 1  |
| <a href="#">New in Forums</a> | none  |

You may also click on the new message number indicator or envelope icon from the Message Center Notifications shown either in Home, or on the Overview page in your site, to go directly to Messages for a given site.