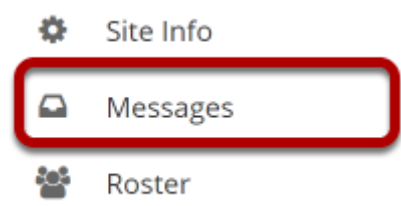


How do I view my messages?

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Go to Received folder.



Select the **Received** folder to view a list of your received messages.

Open the message.

MESSAGES

Link

Help

Compose Message

Messages / Received

< Previous Folder

Next Folder >

Search for text:

Search

Advanced Search

View

All Messages

Mark Read

Mark Unread

Delete

Move

Quick Search:

<input type="checkbox"/>	Check All			Subject	Date ▾	Authored By	Label
<input type="checkbox"/>				Quiz	Mar 9, 2020 10:45 PM	Student 1, Demo (demostudent01)	Normal
<input type="checkbox"/>				Quiz	Mar 9, 2020 10:43 PM	Instructor, Demo (demoinstructor)	Normal

Showing page 1 of 1

New messages will appear in bold text. Select the subject of the message you would like to view.

Note: The paperclip icon next to the message indicates that there is a file attached.

View the message.

MESSAGES

[Link](#) [Help](#) [X](#)

[Messages](#) / [Received](#) / [Quiz](#)

< Previous Message **NEXT MESSAGE >**

1
Reply

2
Reply to all

3
Forward

4
Move to folder

5
Delete



Authored By Student 1, Demo (demostudent01) (Mar 9, 2020 11:08 PM)
Group (Student)
To Instructor, Demo (demoinstructor)
Subject Quiz
Label Normal
Attachments [Syllabus.docx](#) **6**

Is there a quiz on Friday? I didn't notice it on the syllabus.

Thank you!

Reply

Reply to all

Forward

Move to folder

Delete

The contents of the message will appear. The following options will also be available to you:

1. **Reply:** Select **Reply** to reply to the original sender with a message of your own.
2. **Reply to all:** Select **Reply to all** to reply to the original sender and any other course members included on the message.
3. **Forward:** Select **Forward** to forward the message to another member of the course.
4. **Move to folder:** Select **Move to folder** to move the message from one folder to another.
5. **Delete:** Select **Delete** to delete the message.
6. **Open/Download File:** Select the file name to download and open an attachment.