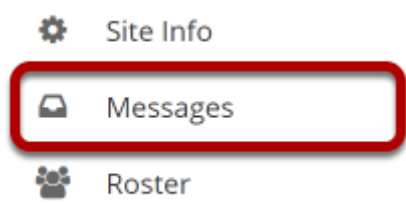


How do I reply to a message?

The Messages tool allows you to reply to a message sent to you by another member of the course.

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](#) / 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subject	Date ▾	Authored By	Label
<input type="checkbox"/>			Question about due date	Mar 10, 2020 9:32 AM	Student 1, Demo (demostudent01)	Normal
<input type="checkbox"/>			Quiz	Mar 9, 2020 11:08 PM	Student 1, Demo (demostudent01)	Normal
<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

Select the subject of the message you would like to view.

Choose Reply or Reply to all.

Reply Reply to all Forward Move to folder Delete

Authored By Student 1, Demo (demostudent01) (Mar 10, 2020 9:32 AM)

Group (Student)

To Instructor, Demo (demoinstructor); Undisclosed-Recipients, (sent with copy to email address)

Subject Question about due date

Label Normal

Dear Professor,

Is Assignment 1 due at 5pm or midnight on the 25th?

Thank you!

Reply Reply to all Forward Move to folder Delete

Select **Reply** to reply to the author of the original message. (Or select **Reply to all** to reply to all parties included on the original message.)

Compose the message and send.

Messages / Received / Question about due date / Reply to all

Required items marked with *

ToStudent 1, Demo (demostudent01)

CcInstructor, Demo (demoinstructor)

Select Forward Recipients

+ Add Bcc

Send Cc☒ Send a copy of this message to recipients' email address(es)

LabelNormal ▾

*SubjectRe: Question about due date

Message

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B I U S x° ° [] * , ¶ ¶ ∞ ⇅ 🚫 ? 🖨️ 📧 📁 📌 📎 Styles Normal Font Size A- A+ ✕ 📘

Hi there,
Good question, Assignment 1 is due by midnight on the 25th.
Thank you.

On Mar 10, 2020 at 9:32 AM, Student 1, Demo (demostudent01) wrote:

Dear Professor,

body p Words: 42, Characters (with HTML): 426/100000

Attachments
No Attachments Yet
Add attachments

SEND Preview Save Draft Cancel

Compose the message and select **Send**. For instructions on composing a message, view the article [How do I send a message?](#)