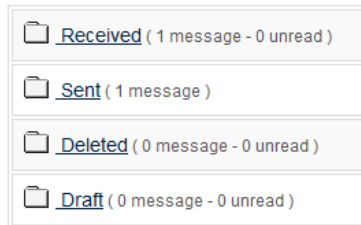


## How to read, send and organise internal WebLearn messages

### Composing Messages

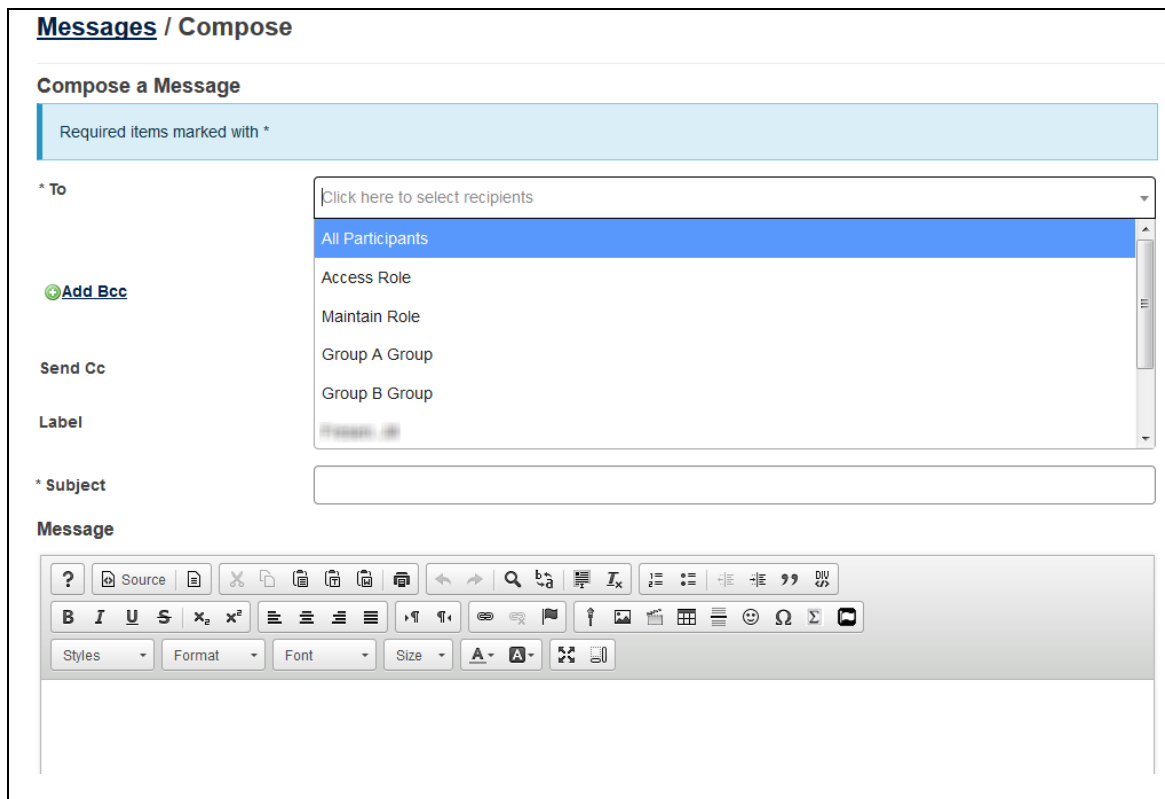
The **Messages** tool allows site participants to communicate using internal WebLearn email. A copy may also be sent outside WebLearn to the recipients' email addresses. Instructors may choose to turn this option off.

#### Messages



1. From the tool list on the left, **Click the Messages Tool**
2. **Click the Compose Message link**
3. From the *To Recipients list*, **Select the recipients**
4. In the *Subject field*, **Type a subject for the message**
5. In the *Message textbox*, **Type your message**
6. If you wish to add an attachment, such as a picture, word document, sound, or other file, **Click Add Attachment**
  - a. **Click Browse**
  - b. **Select the file → Click Open**  
The file will appear in a list at the top of the screen.
  - c. To add additional attachments, **Repeat the previous two steps**
7. **Click Continue → Click Send**

The **Messages** screen appears. A copy of the message is automatically saved in your **Sent** folder.

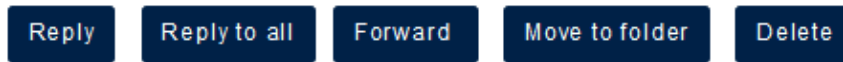


## Reading Messages

---

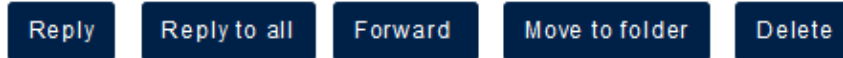
Messages are held in the **Received** folder in the **Messages** tool by default.

1. To open the Received folder, **Click the Received** link
2. To open a message, **Click the message subject** link
3. If the sender has uploaded their photo in **My Home > Profile**, then a thumbnail photo will appear alongside the message.



**Authored By** [Redacted] ( Dec 19, 2016 2:52 PM )  
**To** [Redacted]  
**Subject** Tutorial session on Friday  
**Label** Normal

Please bring a hard copy of your written essay to the tutorial session on Friday.



## Replying to Messages

---

Both above and below a message are buttons that allow you to reply to the sender, reply to all recipients of the message, to forward the message to someone else, to move the message to a different folder, or to delete the message.

1. **Click Reply**  
The message automatically includes the sender as a recipient, but additional recipients can also be added at this point.
2. **Proceed as with Composing Messages above**

## Adding Folders

---

The Messages tool includes three default folders: Received, Sent and Deleted. You can create additional folders to hold messages of a similar topic.

1. At the top of the *Messages* tool, **Click the New Folder** link
2. **Type a folder name** → **Click Add**

## Moving Messages

---

You can organise your messages by moving them to folders.

1. If necessary, from the list of tools to the left, **Click Messages**
2. **Click on the name of the folder where the messages you want to move are located**
3. **Click the check box(es) for the message or messages you wish to move**
4. Above the message list, **Click Move**
5. **Click the radio button for a folder**
6. **Click Move Messages**

## Deleting Messages

---

Messages may be removed from any of the folders in the Messages tool. Removed messages are kept in the Deleted folder.

1. From the list of tools to the left, **Click Messages**, if necessary
2. **Click on the name of the folder where the messages you want to delete are located**
3. **Click the check box(es) for the message or messages**
4. **Click Delete** above the list of messages