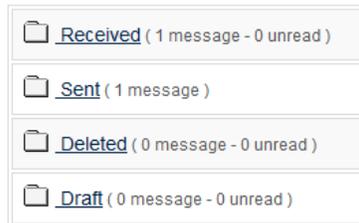


How to read, send and organise internal WebLearn messages

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.

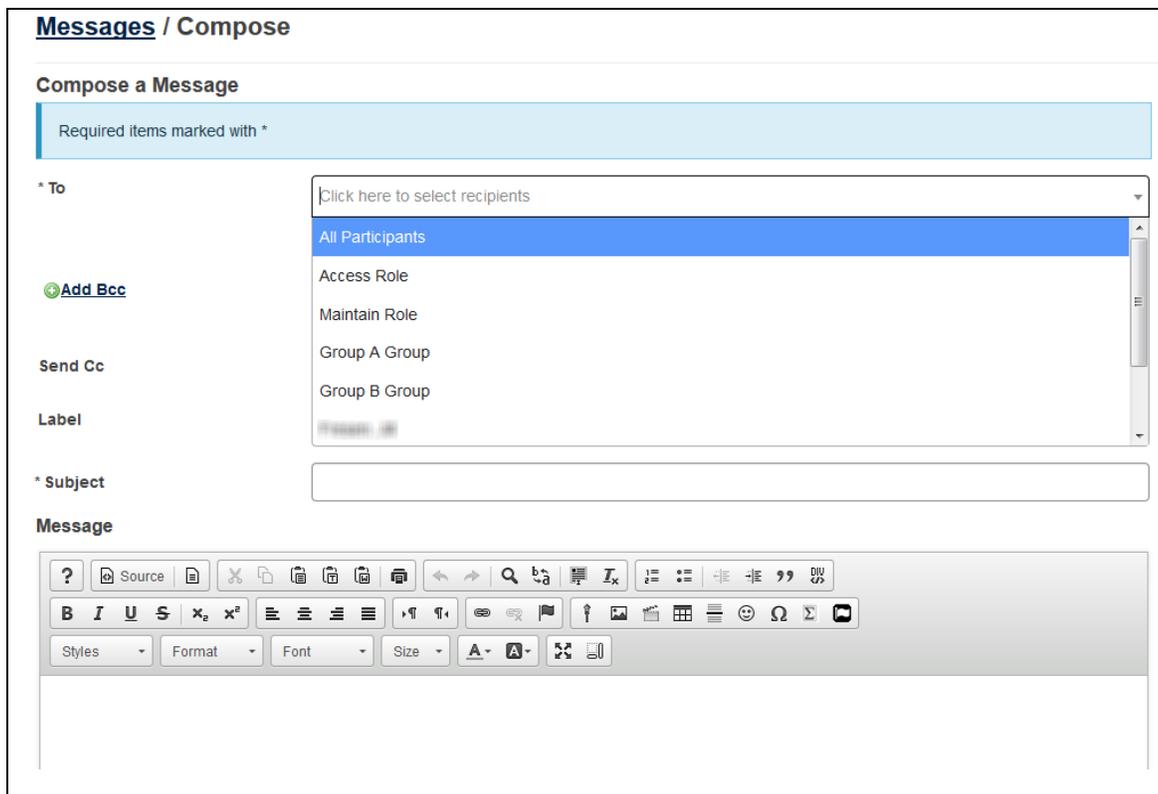
Messages



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**

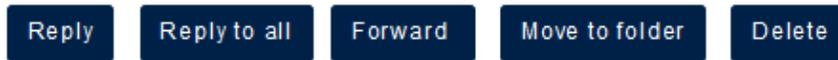
The **Messages** screen appears. A copy of the message is automatically saved in your **Sent** folder.



Reading Messages

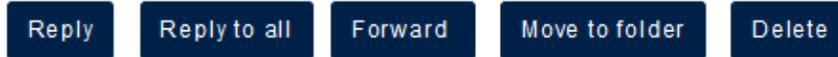
Messages are held in the **Received** folder in the **Messages** tool by default.

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