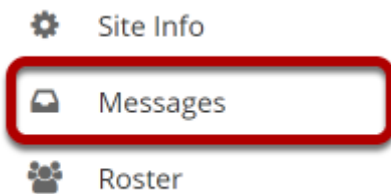


How do I modify the settings for Messages?

This feature allows users to modify the default Messages tool settings. Users with site owner permission have additional options for configuring the tool within the site.

Go to Messages.



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

Click Settings.



Site Owner (Instructor) Settings Options:

Messages - Settings

Personal Settings

Auto Forward Messages:

- Yes
 No

Email address for forwarding:

Site Settings

Sending copies to recipients' email address(es):

- Do not allow sending copies
 Give sender the option to send copies
 Always send copies

Groups hidden in To field Add Group: ▼

As an instructor or site owner, you can choose whether or not site participants are able to forward messages, and which groups (if any) are hidden in the message recipient list.

You may also set a personal forwarding email address for your own messages.

Site Participant (Student) Settings Options:

Messages - Settings

Personal Settings

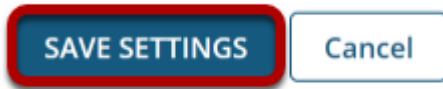
Auto Forward Messages:

- Yes
 No

Email address for forwarding:

If the site owner has allowed sending copies (i.e., forwarding messages), then site participants or students will be able to specify a forwarding email address.

Click Save Settings.



Once you have made all of your changes, click **Save Settings** to save.