

How do I reply to a message?

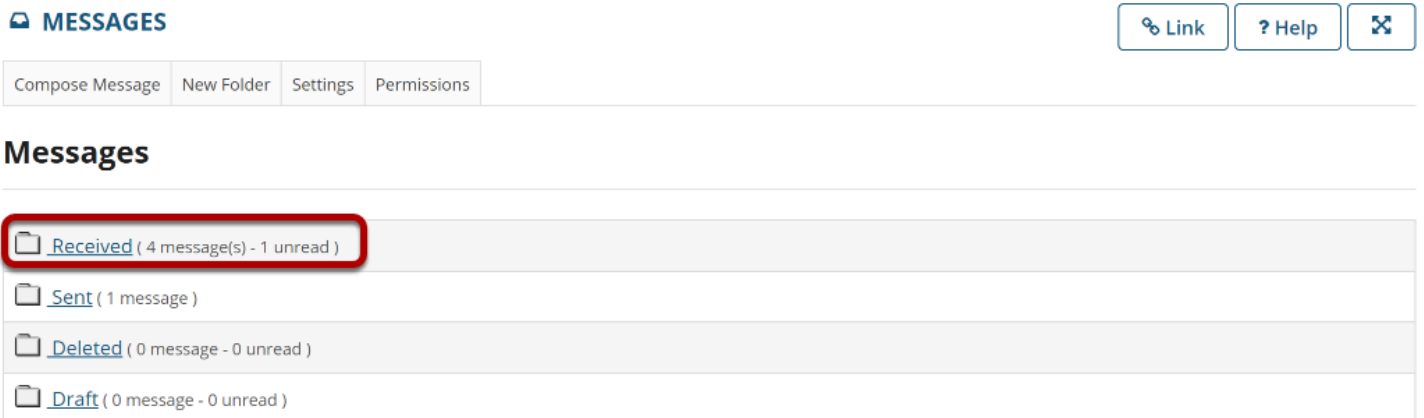
The Messages tool allows you to reply to a message sent to you by another member of the course.

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:

View

| | |

Quick Search:

<input type="checkbox"/> Check All		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.



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!

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 *

To Student 1, Demo (demostudent01)

Cc Instructor, Demo (demoinstructor)

Select Forward Recipients [Clear Selection](#)

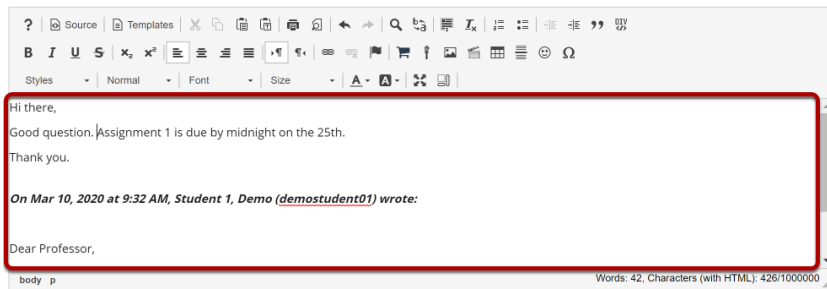
[Add Bcc](#)

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

Label

*Subject

Message



The screenshot shows an email composition window with a rich text editor. The message body is highlighted with a red border and contains the following text:

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): 426/1000000

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?](#)