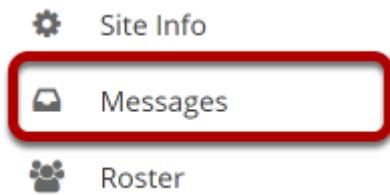


# How do I view my messages?

## Go to Messages.



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

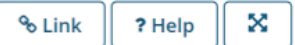
## Go to Received folder.



Select the **Received** folder to view a list of your received messages.

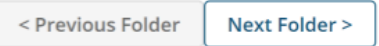
# Open the message.

## MESSAGES



Compose Message

### Messages / Received



Search for text:

View

Mark Read | Mark Unread | Delete | Move

Quick Search:

<input type="checkbox"/> Check All		<b>Subject</b>	<b>Date</b> ▾	<b>Authored By</b>	<b>Label</b>
<input type="checkbox"/>		<b>Quiz</b>	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

Showing page 1 of 1



New messages will appear in bold text. Select the subject of the message you would like to view.

*Note: The paperclip icon next to the message indicates that there is a file attached.*

# View the message.

MESSAGES

Link

Help



Messages / Received / Quiz

< Previous Message

NEXT MESSAGE >

1

Reply

2

Reply to all

3

Forward

4

Move to folder

5

Delete



**Authored By** Student 1, Demo (demostudent01) (Mar 9, 2020 11:08 PM )  
**Group** (Student)  
**To** Instructor, Demo (demoinstructor)  
**Subject** Quiz  
**Label** Normal  
**Attachments** [Syllabus.docx](#) 6

Is there a quiz on Friday? I didn't notice it on the syllabus.

Thank you!

Reply

Reply to all

Forward

Move to folder

Delete

The contents of the message will appear. The following options will also be available to you:

1. **Reply:** Select **Reply** to reply to the original sender with a message of your own.
2. **Reply to all:** Select **Reply to all** to reply to the original sender and any other course members included on the message.
3. **Forward:** Select **Forward** to forward the message to another member of the course.
4. **Move to folder:** Select **Move to folder** to move the message from one folder to another.
5. **Delete:** Select **Delete** to delete the message.
6. **Open/Download File:** Select the file name to download and open an attachment.