Messages

The messages block displays a list of new messages you have received, with the number of and a link to those messages.

Viewing and Responding to Messages
To view your new messages, click on the Messages link. A new page will open including all the new incoming contacts with a link to their message. Directions for adding a new contact to your contact list are provided on this page.

Click on the name of the user sending the message to open up a new page. The new page will open including the message sent. To respond to the message, enter your response in the text box and click the Send message button.

Sending New Messages
To send a message to someone, click on the Messages link. A new window will open showing your Contacts. If your contact list is empty, click on the Search tab. You can search by person or by messages. Once you have searched, click on the name of the person you want to send a message to. Type in your message and hit Send Message.

Sending Messages to Groups
To send a message to a group of participants, select the Participants block from the main course page. Select the participants you want to send a message to using the boxes on the far right, then from the drop down menu at the bottom of the page select Add/send message.
You may also send a message to a preestablished Group. To do so, select the group within the Visible groups drop down menu, then hit select all and Add/send message.

Adding Someone to Your Contact List
To add someone to your contact list, search their name and click on it. Then, select Add contact. This person should now appear under the Contacts tab in Messages.

Settings in Messages
A third tab in Messages allows you to alter your settings. The default settings automatically show Message window when new messages are received and e-mails messages to a specified (Carleton by default) e-mail address when you are offline for more than 10 minutes.