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 >	
View All Messages		Search	
View Air Messages		Advanced Search	
🖻 Mark Read 🖾 Mark Unread 崎 Delete 🏙 Move			
Check All 🖉 🔯 Subject Autho	red By	Date =	Label
Image: Organization of the second	1, Student (demo1)	Jan 31, 2014 11:35 AM	Normal

Select the subject of the message you would like to view. In this case, **Unit 1 Exam** is selected.

Choose Reply or Reply to all.



Select **Reply** to reply to the author of the original message. Select **Reply to all** to reply to all parties included on the original message.

Compose the message and send.



Compose the message and select Send