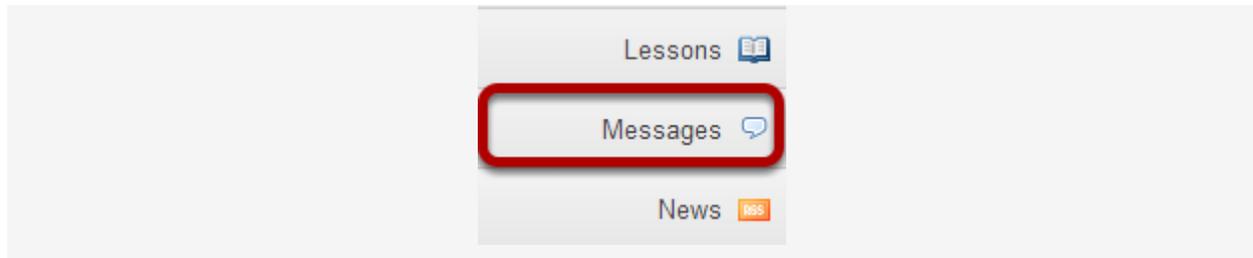


How do I reply to a message?

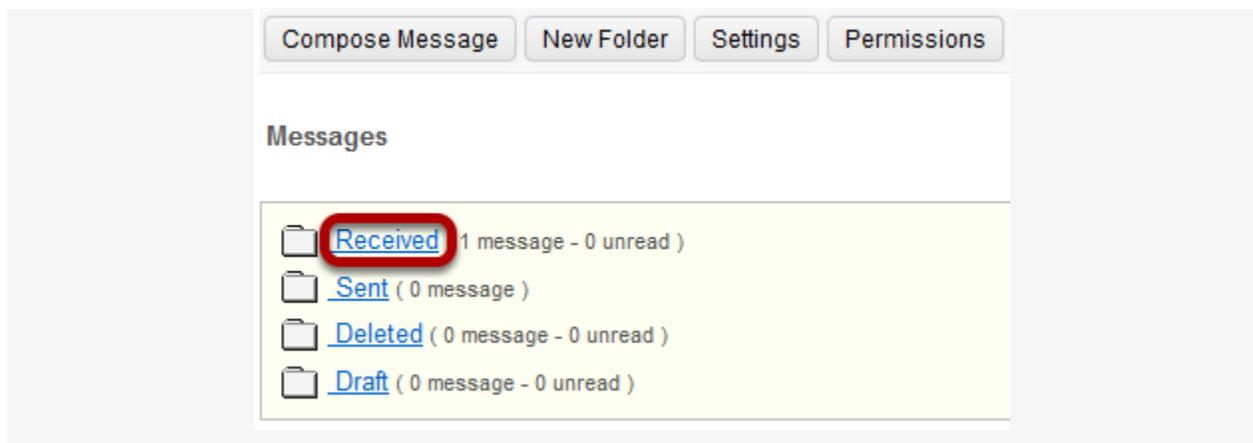
The Messages tool allows you to reply to a message sent to you by another member of the course.

Go to Messages.



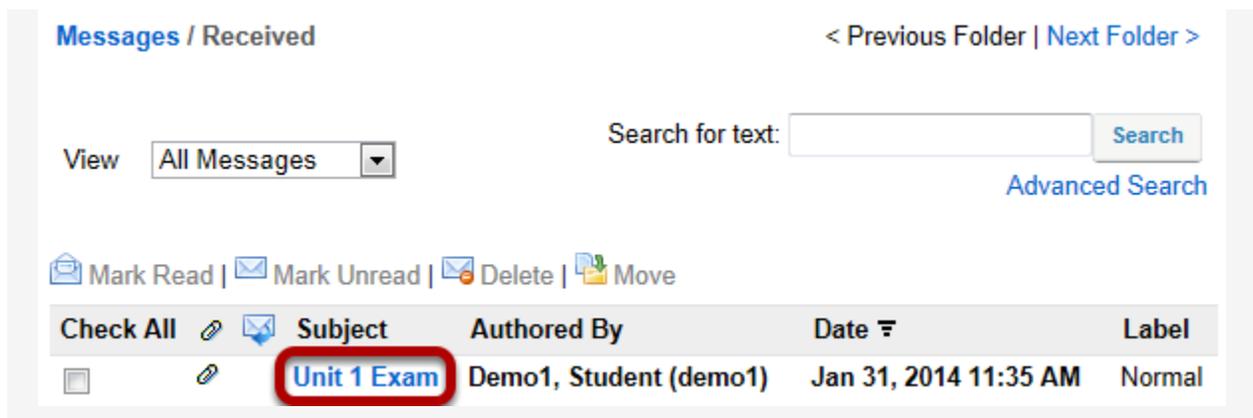
Select the **Messages** tool from the Tool Menu in your site.

Go to Received folder.



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

Open the message.



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**