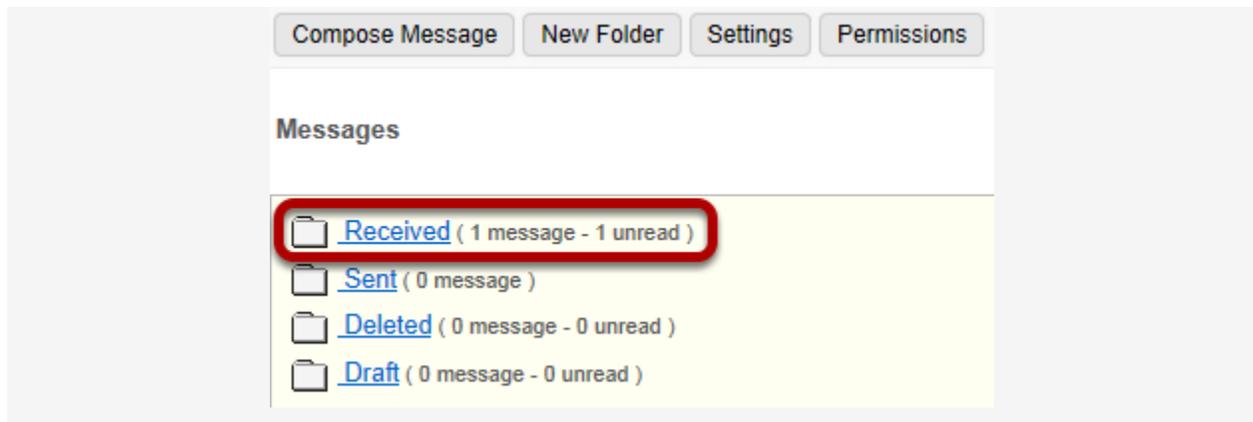


How do I view my messages?

Go to Messages.

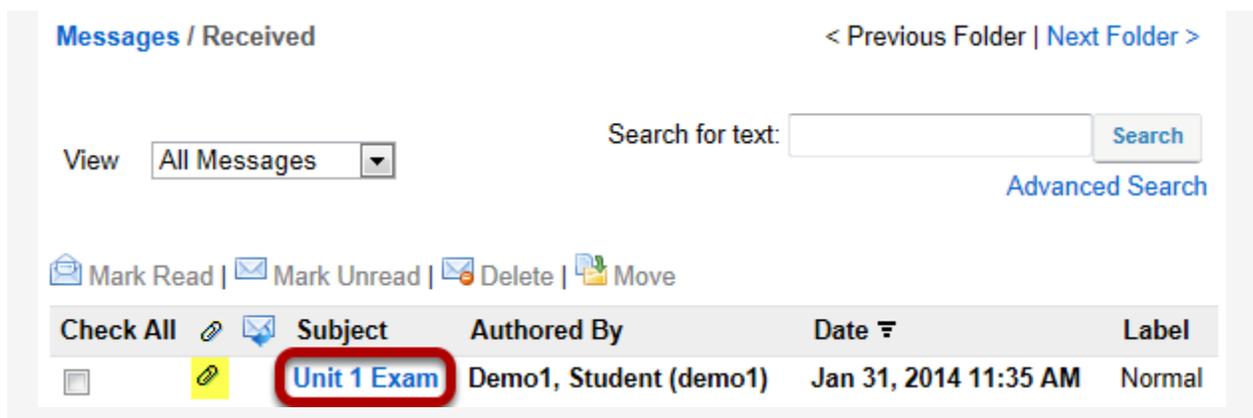
Select the **Messages** tool from the Tool Menu in your site.

Go to Received folder.



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

Open the message.



New messages will appear in bold text. Select the subject of the message you would like to view. In this case, **Unit 1 Exam** is selected.

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

View the message.

[Reply](#)[Reply to all](#)[Forward](#)[Move to folder](#)[Delete](#)**Authored By** Demo1, Student (demo1) (Jan 31, 2014 11:35 AM)**To** Instructor Role**Subject** Unit 1 Exam**Label** Normal**Attachments**  Exam 1.docx

Dear Professor,

Thank you for your encouraging comments on my Unit 1 Exam.

Sincerely,

Student Demo1

[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:

- **Reply.** Select **Reply** to reply to the original sender with a message of your own.
- **Reply to all.** Select **Reply to all** to reply to the original sender and any other course members included on the message.
- **Forward.** Select **Forward** to forward the message to another member of the course.
- **Move to folder.** Select **Move to folder** to move the message from one folder to another.
- **Delete.** Select **Delete** to delete the message.
- Open an attachment. Select the file name to open an attachment. In this case, **Exam 1.docx** is selected.