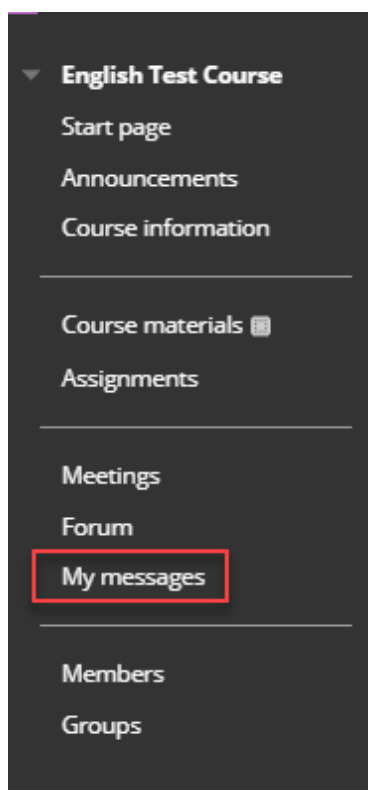


Course Menu – My Messages

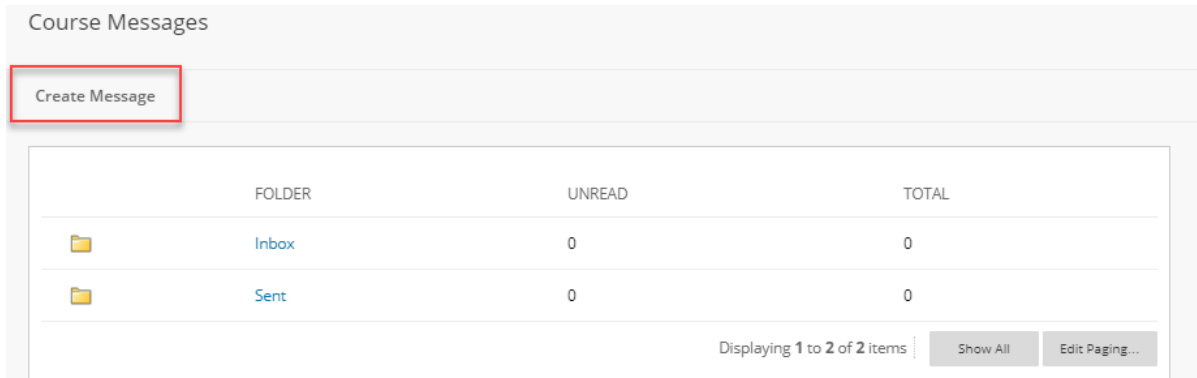
The My Messages function in Learn is a private and secure means of communication between members in a course. It can be used for reminders, quick questions and social interaction. The messages can only be used within the Learn system. Users cannot send or read messages externally from Learn.

You can find "My Messages" in the left-hand menu.





Create a Message

Click on "Create Message" to write a new message.



Course Messages

Create Message

FOLDER	UNREAD	TOTAL
 Inbox	0	0
 Sent	0	0

Displaying 1 to 2 of 2 items | Show All | Edit Paging...

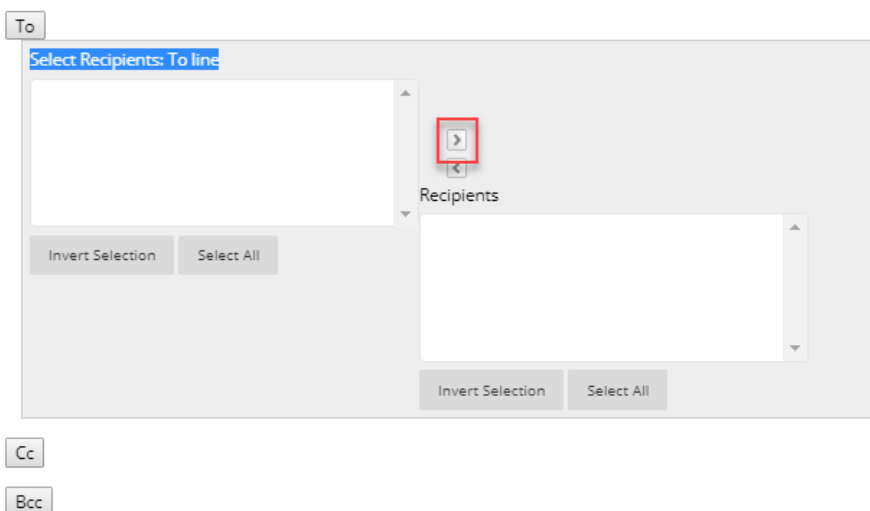
Next, click on "To". A list showing everybody who is in the course will show under "Select Recipients: To line". Highlight the names of those you want to write to; next click on the right-hand arrow to move the names to the right-hand box "Recipients".

To Choose who you want to send the message to.

Cc Choose who you want to receive a message.

Bcc Choose who you want to send a blind copy to.

RECIPIENTS



To

Select Recipients: To line

Invert Selection | Select All

Recipients

Invert Selection | Select All


Cc

Bcc

Begin by writing a subject (heading) for the message; then write your message. You can also include an attachment under "Attachment" by clicking on "Browse" and then running a search for the file on your computer.

COMPOSE MESSAGE

Body



Path: p Words:0

The image shows a screenshot of an email composition interface. At the top, there is a 'Subject' field with a red box around it. Below it is a 'Body' section with a rich text editor toolbar. The toolbar includes various icons for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font color, background color, bulleted and numbered lists, indentation, link, unlink, undo, redo, and a 'Send' button. Below the toolbar is a large text area for writing the message. At the bottom of the text area, there is a status bar showing 'Path: p' and 'Words:0'.

ATTACHMENT

Upload Attachment

When you have written your message, click on "Submit" at the bottom-right.

When the message has been sent, you will see "Success: Message sent to one or more recipients" in a pink box, such as shown here.



Success: Message sent to one or more recipients

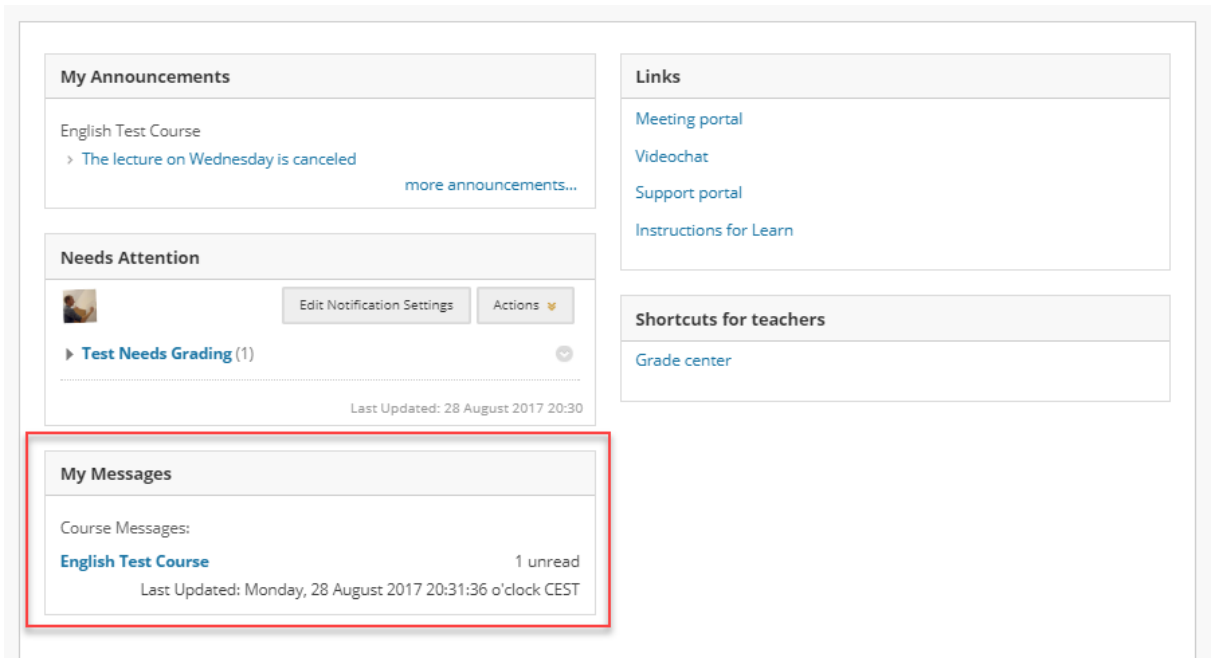
Course Messages

Create Message

	FOLDER	UNREAD	TOTAL
	Inbox	1	1
	Sent	0	1

Read New Messages


You will be able to see whenever you have received a new message on the homepage of the course in the box called "My Messages". Click on the course code ("English Test Course" in the picture below) to read the message.



My Announcements

English Test Course
 > [The lecture on Wednesday is canceled](#) [more announcements...](#)

Needs Attention

 [Edit Notification Settings](#) [Actions](#)

[▶ Test Needs Grading \(1\)](#)

Last Updated: 28 August 2017 20:30

Links

- [Meeting portal](#)
- [Videochat](#)
- [Support portal](#)
- [Instructions for Learn](#)

Shortcuts for teachers

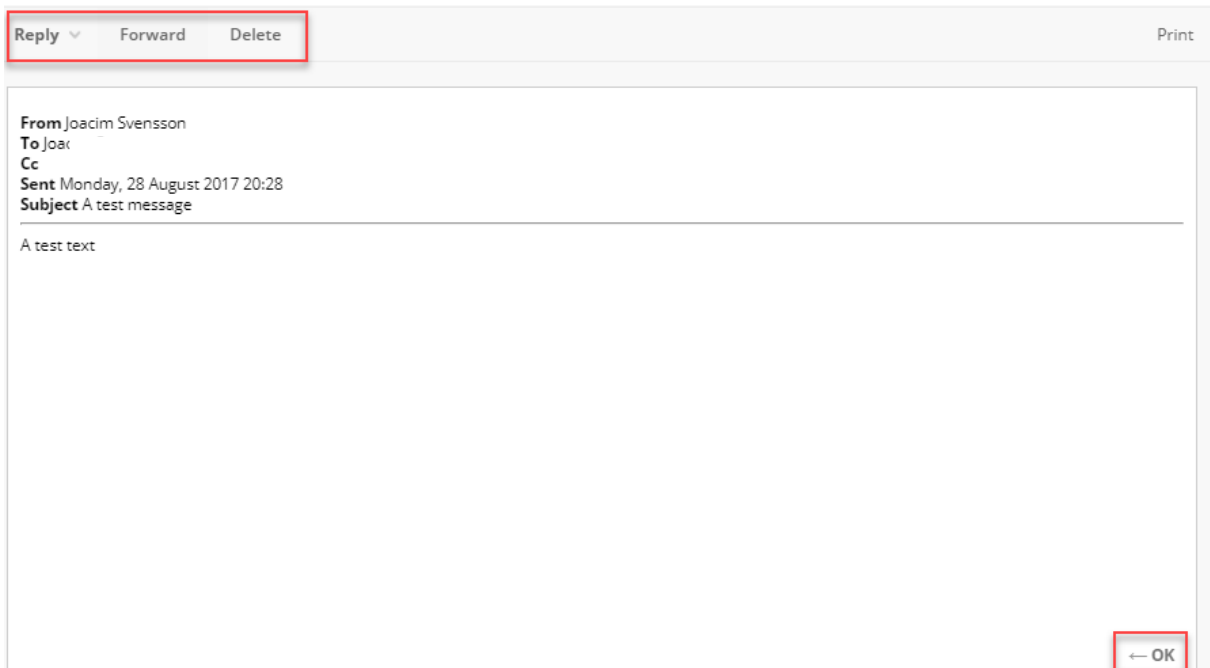
- [Grade center](#)

My Messages

Course Messages:
[English Test Course](#) 1 unread
 Last Updated: Monday, 28 August 2017 20:31:36 o'clock CEST

Under "My Messages" in the course menu to the left, you can find the inbox ("Inbox") that holds all the messages you have received in the course and a folder with all messages that you have sent in the course ("Sent").

When you see a message, you can respond to it (to the sender or to everyone who received the message), forward it, delete it or print it out. Once you have read it, click on "OK" at the bottom-right.



Reply ▾ Forward Delete Print

From Joacim Svensson
To Joac
Cc
Sent Monday, 28 August 2017 20:28
Subject A test message

A test text

← OK