

# How to Send Outgoing Messages in Moodle

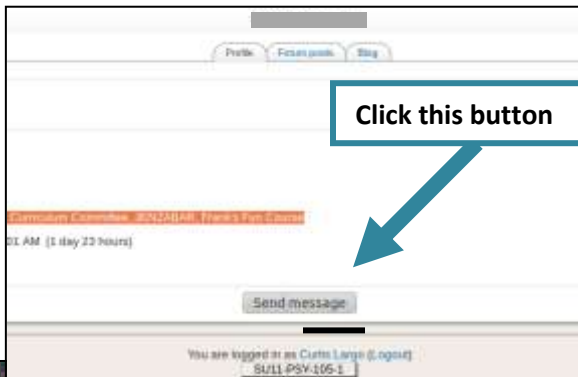


1. After You have successfully logged into Your Moodle account, click on the Course you would like to send a message in.

2. Open the Course and click on “Participants” which is located in the upper left hand corner of the page.

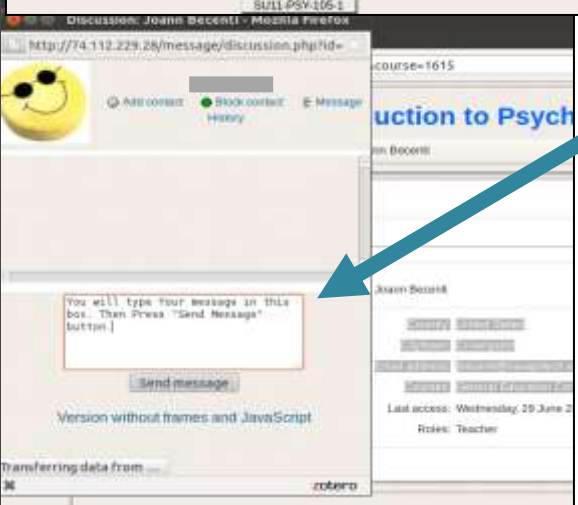
3. After you open the Participants page, scroll through the names to find the person you would like message.

4. Click on the persons name and their profile page should appear.



5. On the persons profile page there is a button that says “Send Message”, click on the button.

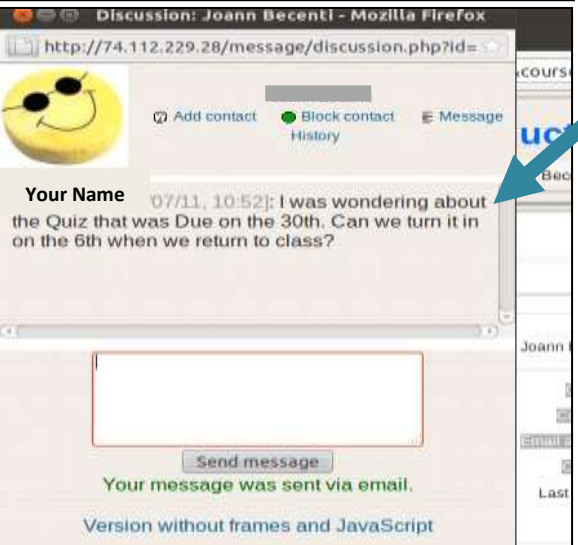
6. After You click the Send Message button another screen will appear.



7. In this new screen You will see a Text box above a Send Message button.

8. You will type your message in the text box.

9. After You type your message, then You will click on the “Send Button” to send the message.



10. After You Send the Message, You will see Your message appear above the Text box. This confirms that Your message sent successfully. It gives a Date and Time of when You sent the message.

11. Close out screen.

12. If you want to send another message, refer to steps 1-11