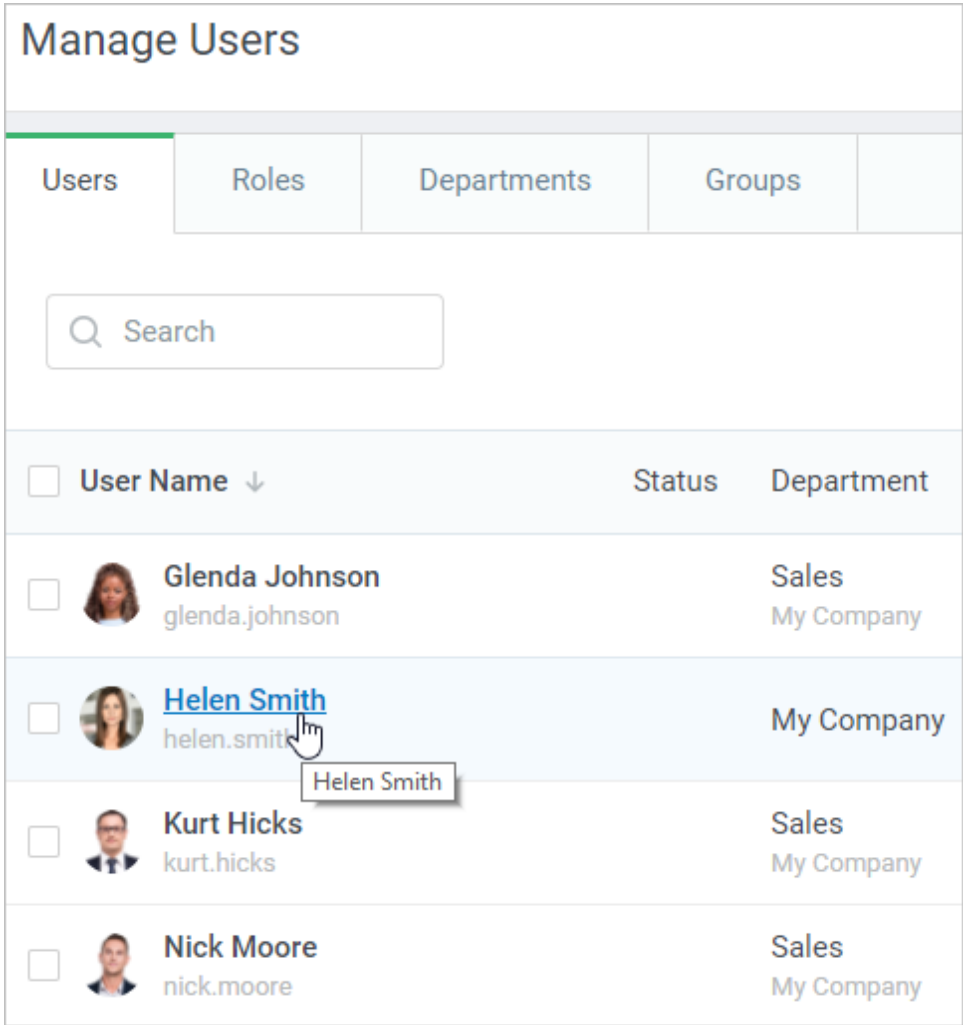






Sending Messages to Users

To send a message to a user:

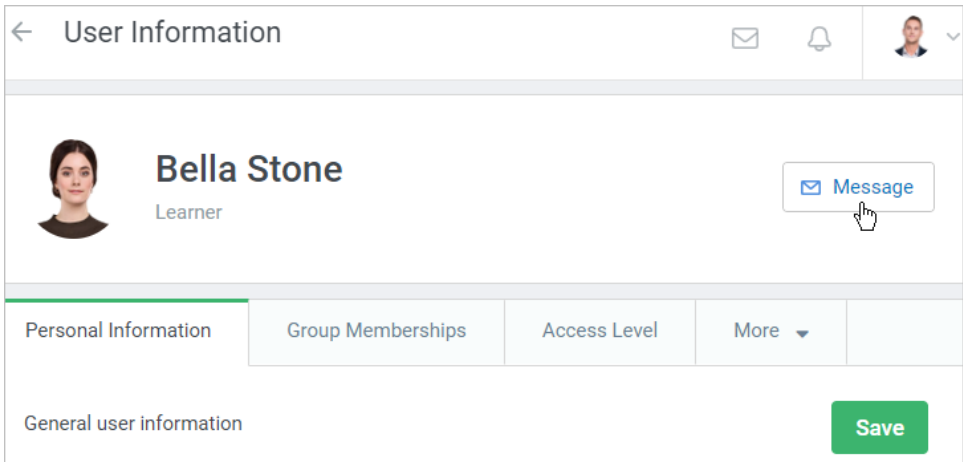
1. In the **Users** section, click a user's name.



The screenshot shows the 'Manage Users' interface. At the top, there are tabs for 'Users', 'Roles', 'Departments', and 'Groups'. Below the tabs is a search bar with a magnifying glass icon and the text 'Search'. The main content area is a table with columns for 'User Name', 'Status', and 'Department'. The table contains five rows of user information. The second row, for 'Helen Smith', is highlighted in light blue. A mouse cursor is hovering over the name 'Helen Smith', and a tooltip box appears below it containing the text 'Helen Smith'.

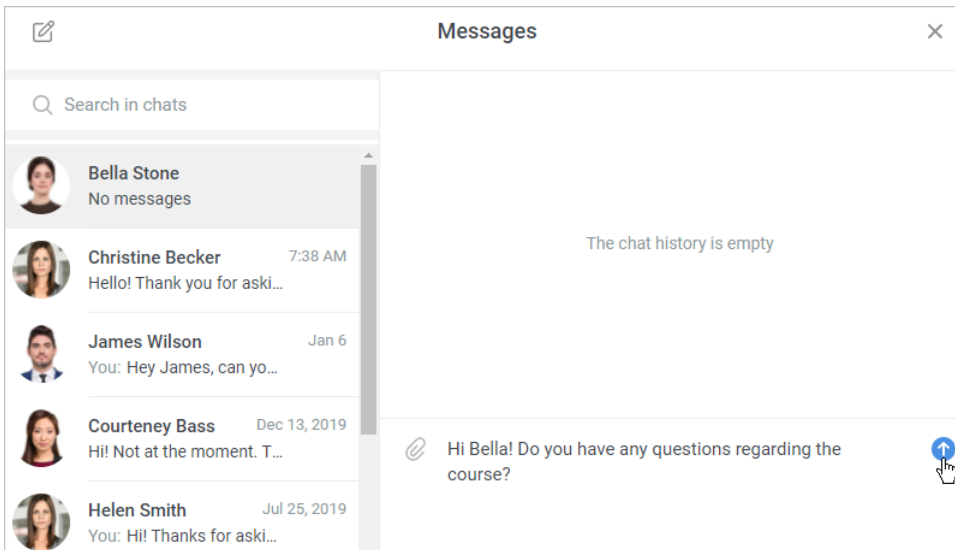
<input type="checkbox"/>	User Name ↓	Status	Department
<input type="checkbox"/>	 Glenda Johnson glenda.johnson		Sales My Company
<input type="checkbox"/>	 Helen Smith helen.smith		My Company
<input type="checkbox"/>	 Kurt Hicks kurt.hicks		Sales My Company
<input type="checkbox"/>	 Nick Moore nick.moore		Sales My Company

2. Click the **Message** button,

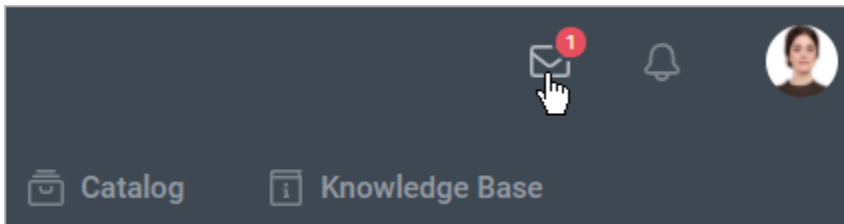



The screenshot shows the 'User Information' page for a user named Bella Stone. The page has a header with a back arrow, the text 'User Information', and icons for email, notifications, and a user profile. Below the header is a profile card for Bella Stone, a Learner. To the right of the profile card is a blue button with an envelope icon and the text 'Message'. A mouse cursor is hovering over this button. Below the profile card are tabs for 'Personal Information', 'Group Memberships', 'Access Level', and 'More'. At the bottom of the page, there is a green 'Save' button.

3. On the **Messages** page, enter the text and click the forward icon.



4. Your message has been sent. The recipient will see a notification of a new message in their account,



 Find instructions on how to enable private messaging in your account in the [User Portal Settings](#).
Read the detailed description of exchanging messages in iSpring Learn in the [Messages](#) chapter.