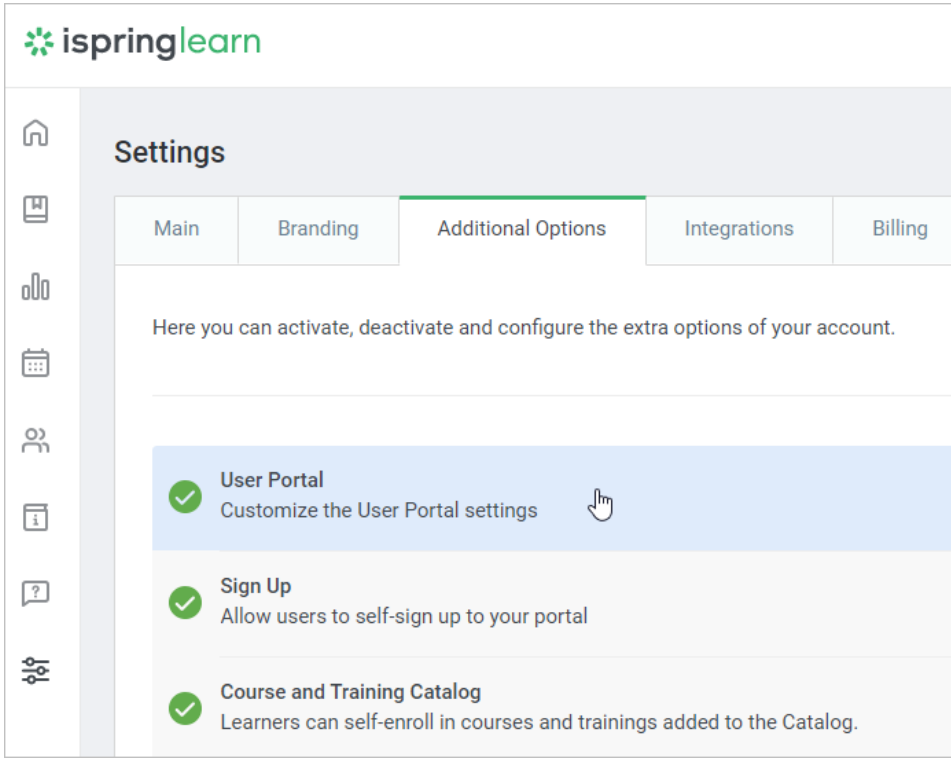





Enabling Messaging

To switch on messaging:

1. Open the **Settings** section, click the **Additional Options** tab and select **User Portal**.



2. On the **User Portal** page, tick **Enable private messaging**. Finally, click **Save**.

← User Portal   

Customize the User Portal settings User Portal Save

Main Settings





Welcome title:


Instruction message:


Sort courses by:

- Enable history
- Enable course reviews
- Enable Questions and Responses
- Enable private messaging

3. To access messages in the admin portal, click the envelope icon on the top panel.

 13 users

 1 login per period