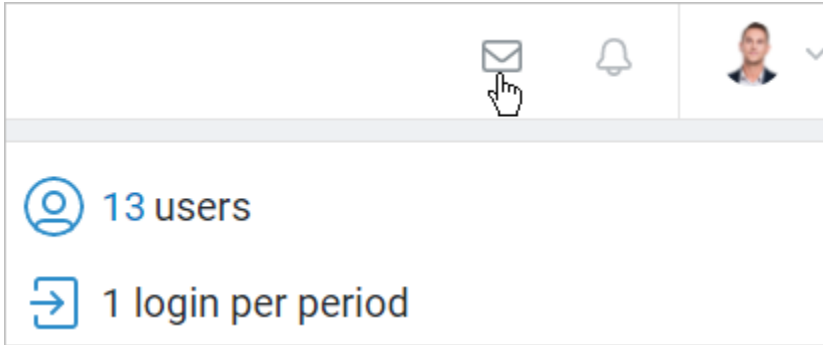


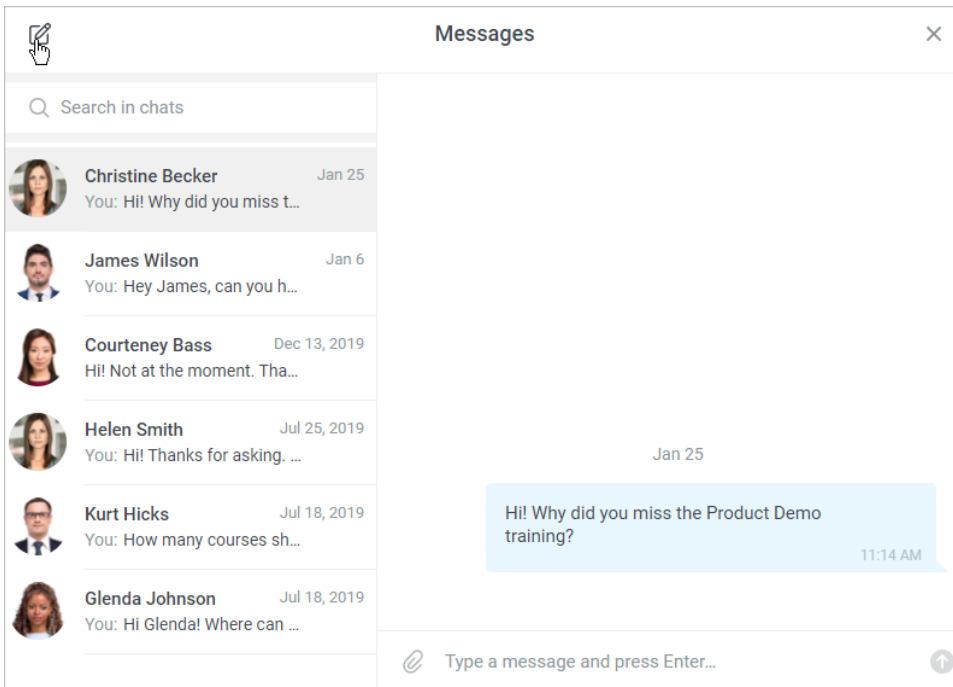
Exchanging Messages

To contact a user:

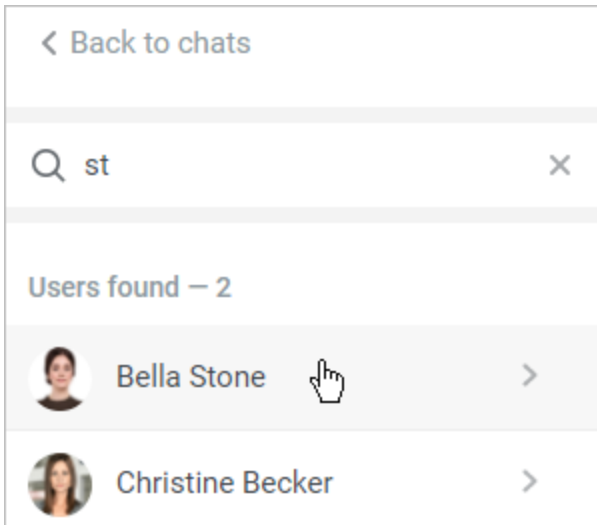
1. Click on the envelope image on the top panel.



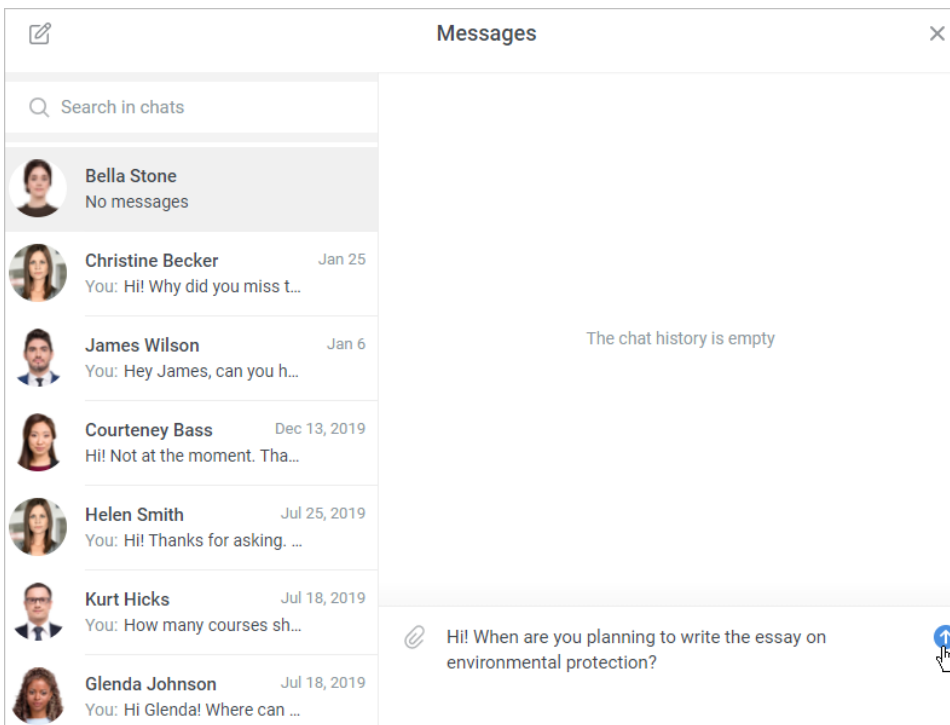
2. Then, hit the pen icon.



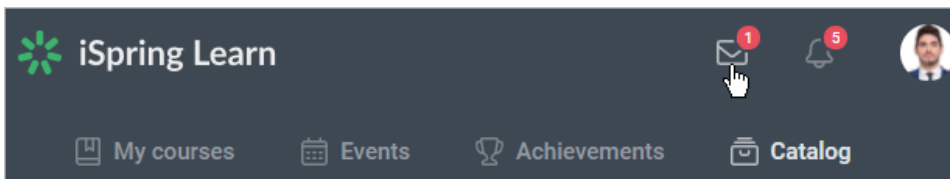
3. In the **Select recipients** window, choose the user you want to message. To do this, start entering the name, last name, login or email of the user and left-click the user who matches.



4. Next, type the message and send it.




5. The user will see a notification about your message in their account.



There's one more way to get in touch with a user.




1. Open the **Users** section and click on the user who you want to address.




Manage Users


Users | Roles | Departments | Groups

Search

<input type="checkbox"/>	User Name ↓	Status	Department
<input type="checkbox"/>	 Bella Stone bella.stone <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;">Bella Stone</div>		Sales My Company
<input type="checkbox"/>	 Mark Spencer mark.spencer		Sales My Company
<input type="checkbox"/>	 Marsha Hunt marsha.hunt		Sales My Company

2. On the **Edit user** page, click **Message**,

← User Information ✉ 🔔 



Bella Stone

Learner

✉ Message

Personal Information | Group Memberships | Access Level | More ▼

General user information Save

3. Finally, compose your message and send it to the user.

The screenshot shows a messaging application window titled "Messages". On the left is a sidebar with a search bar labeled "Search in chats" and a list of contacts. The contacts are:

- Bella Stone**: No messages
- Christine Becker**: Jan 25, "You: Hi! Why did you mi..."
- James Wilson**: Jan 6, "You: Hey James, can yo..."
- Courteney Bass**: Dec 13, 2019, "Hi! Not at the moment. T..."
- Helen Smith**: Jul 25, 2019, "You: Hi! Thanks for aski..."
- Kurt Hicks**: Jul 18, 2019, "You: How many courses..."

The main area on the right shows the selected chat with Helen Smith. The chat history is empty, displaying the text "The chat history is empty". At the bottom of the chat, there is a message from Helen Smith: "Hi! When are you planning to write the essay on environmental protection?". To the right of this message is a blue circular icon with a white upward-pointing arrow and a hand cursor, indicating a "send" or "reply" action.