

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 area displays a table of users with columns for 'User Name', 'Status', and 'Department'. The user 'Helen Smith' is highlighted in blue, and a tooltip shows her name '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 Bella Stone. The page has a header with a back arrow, the title 'User Information', and icons for email, notifications, and a user profile. Below the header is a profile card for Bella Stone, a Learner, with a 'Message' button. Below the profile card are tabs for 'Personal Information', 'Group Memberships', 'Access Level', and 'More'. At the bottom, there is a 'Save' button.

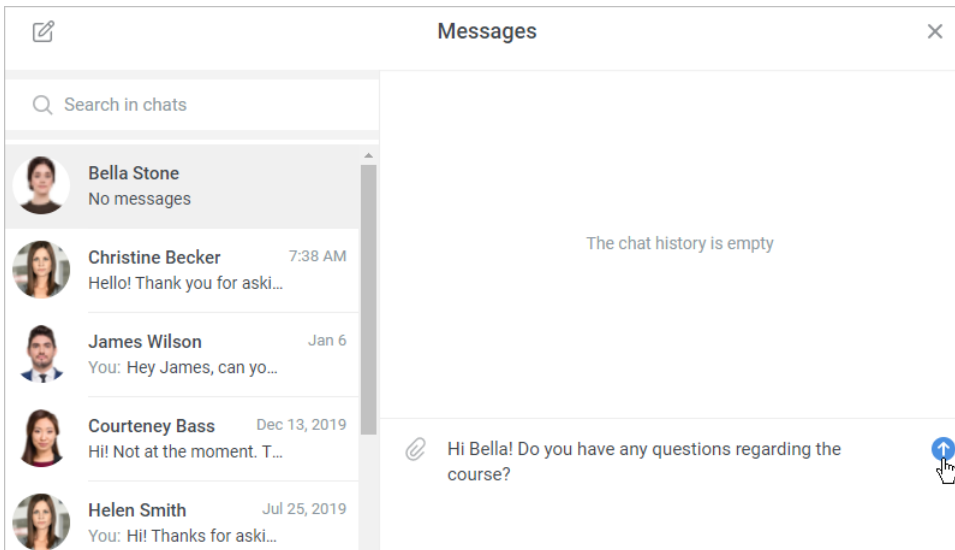
← User Information [Email] [Notifications] [User Profile]

Bella Stone
Learner [Message]

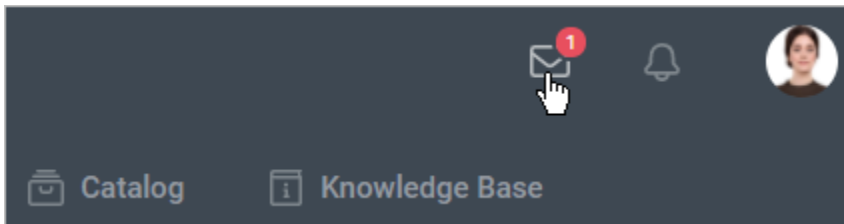
Personal Information | Group Memberships | Access Level | More ▾

General user information [Save]

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.