

Sending Messages to Users

To send a message to a user:

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

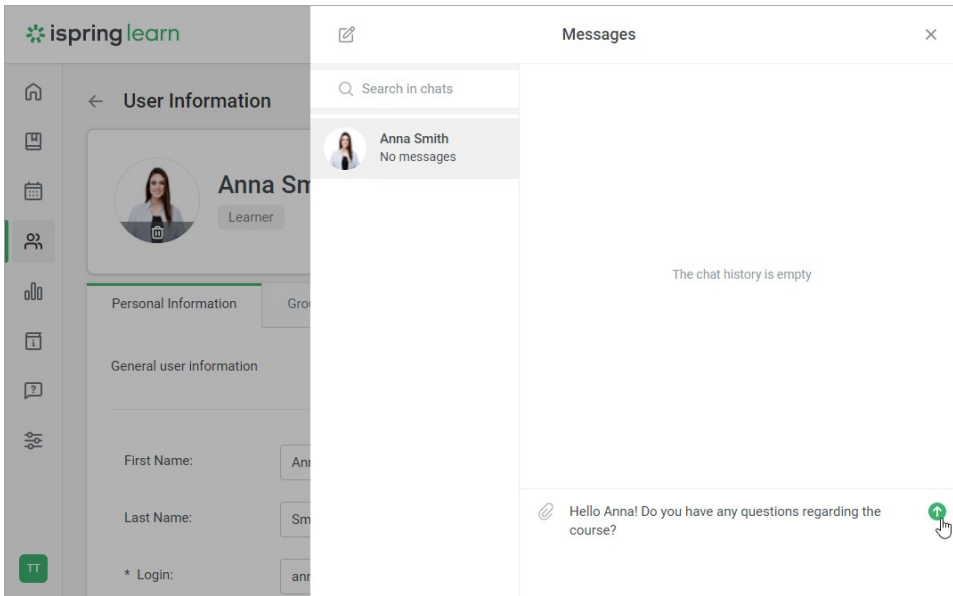
The screenshot shows the 'Manage Users' interface in ispring learn. The left sidebar contains navigation links: Home, Users, Roles, Departments, Groups, Sign up Profiles, and a search icon. The main area is titled 'Users' and includes an 'Export/Import' dropdown and a 'New User' button. Below this, it says 'Total: 69' and '1-25 of 69 elements'. A table lists users with columns for checkboxes, User Name, Department, and Role. Anna Smith is highlighted.

<input type="checkbox"/>	User Name ↑	Department	Role	
<input type="checkbox"/>	Agata Brown agata.brown	Sales Department My Company	DA CA	
<input checked="" type="checkbox"/>	Anna Smith anna.smith	Human Resource My Company	L	***
<input type="checkbox"/>	Earl Miller earl.miller	Human Resource My Company	SA	
<input type="checkbox"/>	Harry Evans harry.evans	Human Resource My Company	L	
<input type="checkbox"/>	Julie Gibson julie.gibson	Customer Care My Company / Sales Department	L	

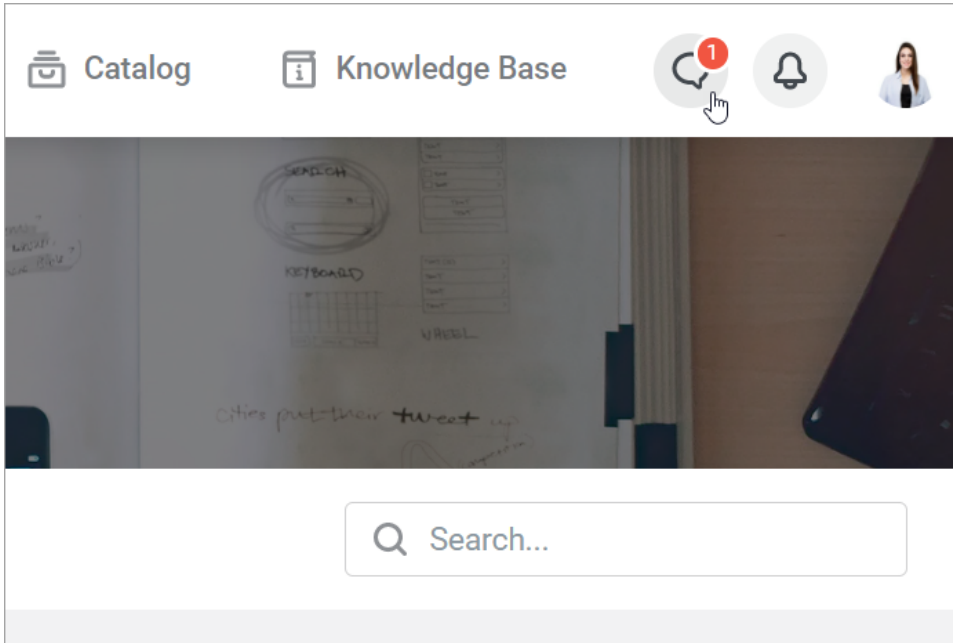
2. Click the **Message** button.

The screenshot shows the 'User Information' page for Anna Smith. The page has a header with a back arrow and the title 'User Information'. Below this is a user profile card with Anna Smith's photo, name, and role 'Learner'. A 'Message' button with an envelope icon is visible. Below the profile card are tabs for 'Personal Information', 'Group Memberships', 'Access Level', 'Enrolled Learning', and 'Achievements'. The 'Personal Information' tab is active, showing a form for 'General user information' with fields for First Name (Anna), Last Name (Smith), and Login (anna.smith). There is a 'Save' button and a 'Change Password' link. On the right, there are toggle switches for 'User is Active' (checked) and 'Make inactive' (unchecked), with associated login and deactivation timestamps.

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.