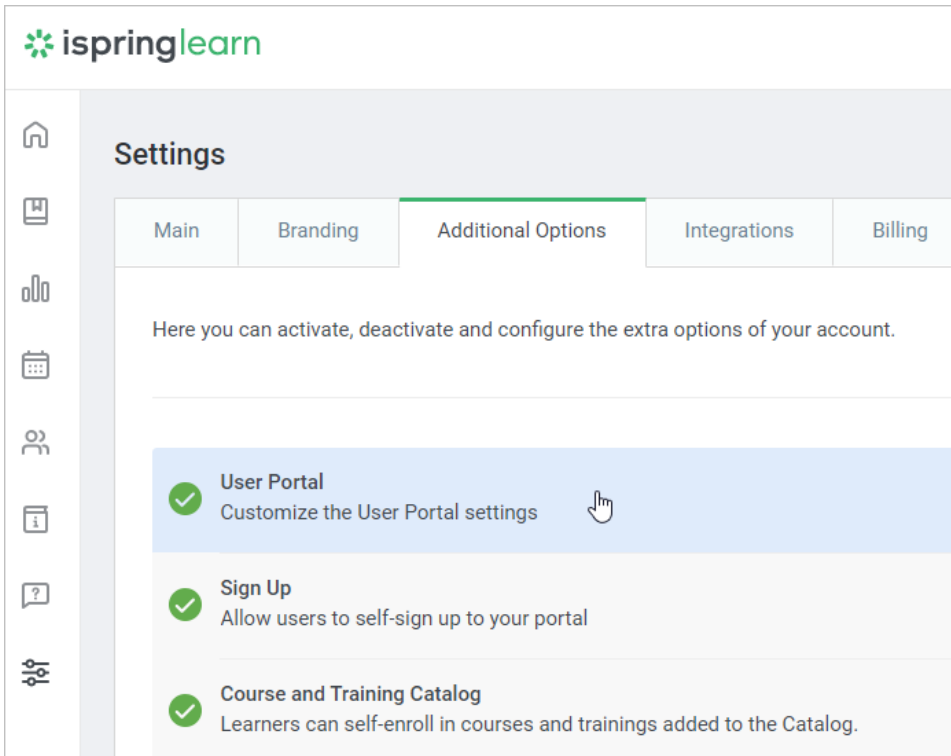


Enabling Messaging




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:

Welcome to iSpring Academy!

Instruction message:

Choose the content you would like to view.

Sort courses by:

Due Date




☒ 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