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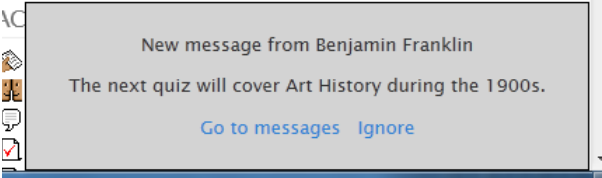




# Moodle 2.2

## Student User Guide

### Receiving Messages

## Receiving Messages

### If You Are Logged In

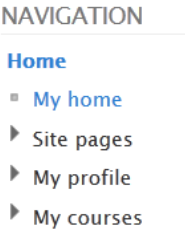
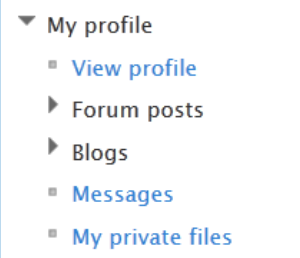
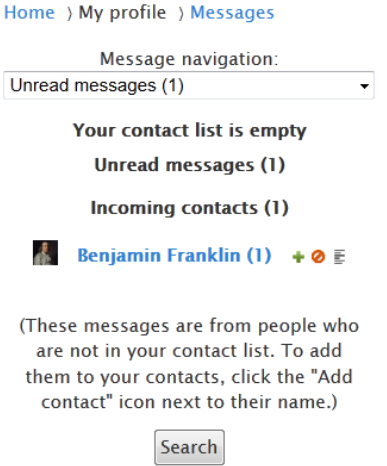





Step	Screenshot	
<p>If you working in your Moodle portal, you will see a pop-up window usually in the bottom right-hand corner that alerts you to new messages.</p>		<p><b>Note</b></p> <p>If you are logged in your course, you will not receive a copy of a message to your personal email account.</p> 
<p>1. Click <b>Go to messages</b> to go to the <b>Messages</b> page.</p> <p>OR</p> <p>1. Click <b>Ignore</b> to make the pop-up window disappear.</p>	 	<p><b>Note</b></p> <p>This inbox contains messages for <i>all</i> your courses. If you have more than one new message, the pop-up window will say “New messages (#)” but not specify the sender or the course.</p> <p><b>Note</b></p> <p>Clicking <b>Ignore</b> does not delete the messages. It merely removes the pop-up window.</p> 

## If You Are Offline





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You will receive an email notifying you of a new email message and will see the pop-up window the next time you log in.

## From the Navigation Block


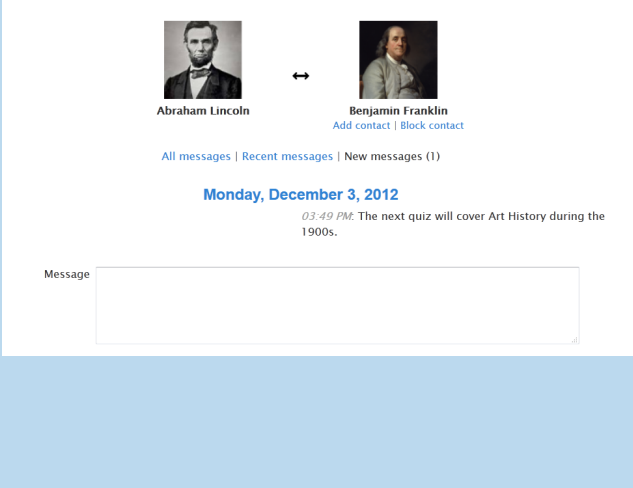
Step	Screenshot
1. In the <b>Navigation</b> block, click <b>My profile</b> .	 <p>NAVIGATION</p> <p>Home</p> <ul style="list-style-type: none"> <li>▫ My home</li> <li>▸ Site pages</li> <li>▸ My profile</li> <li>▸ My courses</li> </ul>
2. Click the <b>Messages</b> link.	 <p>▼ My profile</p> <ul style="list-style-type: none"> <li>▫ View profile</li> <li>▸ Forum posts</li> <li>▸ Blogs</li> <li>▫ Messages</li> <li>▫ My private files</li> </ul>
The <b>Messages</b> page will open.	 <p>Home › My profile › Messages</p> <p>Message navigation: Unread messages (1)</p> <p>Your contact list is empty</p> <p>Unread messages (1)</p> <p>Incoming contacts (1)</p> <p> Benjamin Franklin (1)    </p> <p>(These messages are from people who are not in your contact list. To add them to your contacts, click the "Add contact" icon next to their name.)</p> <p><input type="text" value="Search"/></p>

### Note

You can add the contact () , block the contact () , delete the contact, () or see your message history with the contact () using the buttons to the right of the person's name.

You will not see the X if the plus sign is showing after the participant's name and vice versa.



Step	Screenshot
3. Click on the <a href="#">link</a> in blue.	
The new message will open.	

### Note

You can reply directly to the message using the **Message** text box at the bottom of this page. When you click **Send message**, your reply will appear under the previous message.

