Step by Step: Sending Course Messages

1. Click the blue + button on the course menu.

2. Click Create Tool Link.

3. On the Add Tool Link dropdown menu, click the Messages tool.
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4. **Name** the tool as it should appear on the course menu.

5. If you want the tool to be visible to students now, check the **Available to Users** box and click the **Submit** button.

The Messages link appears on the course menu.

6. Click the **Messages** link. The Messages page displays. An Inbox and Sent box display by default.

7. To send a message, click the blue **Create Message** button.
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8. On the Compose Message page, click the To button to select message recipients.

9. A selection box displays. Click the recipient from the left box. Click the right arrow to move it to the Recipients box.

10. Compose your message. Add a subject and your message.
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11. If needed, add an attachment.

12. Click the **Submit** button.

13. You will be able to see the messages you sent in the **Sent** folder.