MONTEREY
INSTITUTE
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An affiliate of Middlebury College

How do I use the message system in Moodle?

For informal comments, the message system built in to Moodle is a quick alternative to email. You can send someone a message that they can reply to immediately (if they happen to be online). If they don't respond within about 30 minutes, a copy of your message will be sent to the email address that is listed in their participant profile. (This default setting can be changed to a shorter or longer time period).

How to send a message:
1. Go to **Participants** in the upper left corner on the main page.
2. Select the participant that you want to send a message to.
3. Click on the **Send message** button at the bottom of the participant profile page.

Step-by-Step:

Go to **Participants** in the upper left corner on the main page.

Select the participant that you want to send a message to (by clicking on their name). Click on the **Send message** button at the bottom of the pop-up window with the participant profile.

After you've sent your message, the recipient will see a popup window with the number 1 next to your name. Here's a screenshot that indicates that I just received a message from Bob Cole: