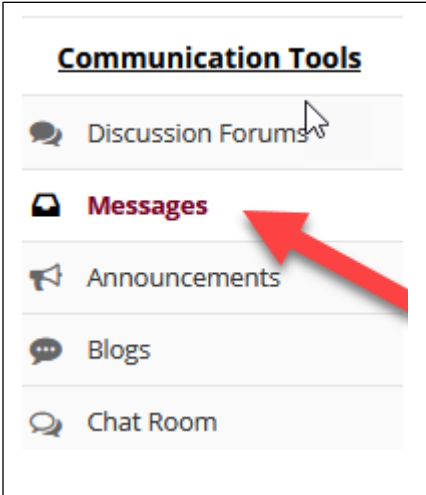


Using the Messages Tool in ECN

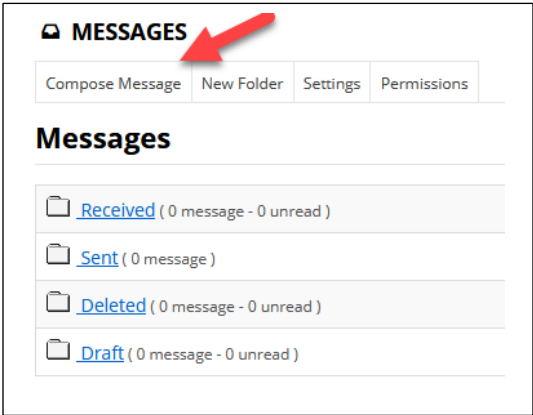
What is the Messages Tool?

The Messages tool offers a convenient way to send and receive private messages to other members enrolled in the course site. The Messages tool is like email in some. The Messages tool sends a message to the student within ECN and also a copy to their Walsh email address. Select the person you wish to write to from the list of enrolled site participants. User will have a copy in the Messages tool in the site and a copy to their email address. Users can respond via email or via the Messages tool in ECN.

1. Click on the Messages tool under Communication Tools in the left navigation in ECN.



2. Click the Compose Message tab.



3. Enter the information for your message:
 - a. To (Click in the field dropdown to select recipients and your students will appear)

Compose a Message

Required items marked with *

***To** [Clear Selection](#)

[+ Add Bcc](#)

Send Cc Send a copy of this message to recipients' email address(es)

Label

***Subject**

Message

Rich text editor toolbar with icons for Source, Undo, Redo, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Table, Text Color, Background Color, Font Size, and other formatting options.

- b. Subject
- c. Type your message
- d. Add Attachments: When you click this button, you have the option to upload a file or browse for a file in resources.

Attachments

No Attachments Yet

- e. Select Send if you wish to send it immediately, Preview the message, Save as a draft to send later or Cancel.