

How to send a message to your instructor (or anyone in your course)

Messages can be sent between users in webCampus. When users are offline the message will also be sent via email. Follow the steps below to send a message.

Log in to the site and locate the course.

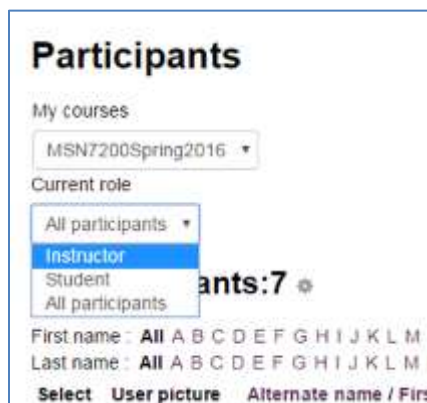
Find the People block in your course, and click *Participants*.



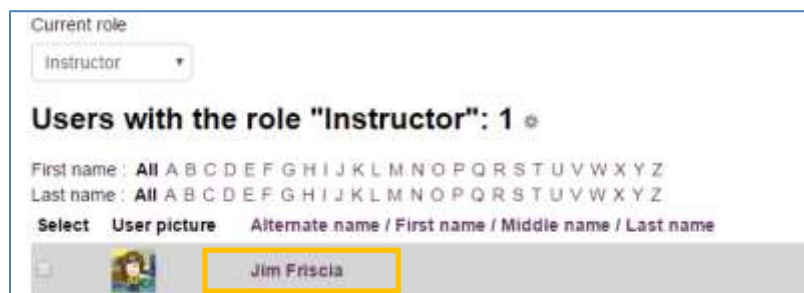
Alternately, you can go to the **Navigation** block, select the course, and click *Participants*.



View a list of all course participants and filter the list by user role using the drop-down menu.



Find your instructor's name and click it.



Click the **Message** button.



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Write text in the message field toward the bottom and then click the **Send** button.

