**Topic: Pager**

The D2L Brightspace Pager tool allows you to send quick text messages to students or any other members of your learning environment. A Pager message is quicker and less formal than an email.

**To access your pager:**

In the top right notification toolbar, click the **Messages Icon**.

When you have a new page, a red dot will appear over the message icon.

Once selected, a notification window will drop down. A preview of pager messages you have will be shown. Select **Go to Pager** to go to your pager tool.

The pager window will then open.
In the pager window, you have an Inbox, Friends list, and Classlist.

**Pager Inbox**

The pager inbox contains all messages that you’ve received. You can set messages as read/unread, delete messages, and sort messages.

*Once message is selected, you can set it as read, unread, or delete it.*

**Friends**

The friends menu shows all people you have added as friends. Here, you have the option to message, remove, or add new friends. You may also narrow viewing to people who are only on or offline.
Adding Friends

To add friends, select the Add Friends button on the right side of the Pager window in the friends menu.

A new page will appear; here you will search for a friend to add.

If any results come up, select the friend you wish to add and select Add as Friend.

Classlist

In the Classlist menu, you can see all students in a class you own or are in.

You can change the view settings to different courses.
For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.