Topic: Send and View Messages

To send a message:

- Login to D2L Brightspace and then your course
- In the upper right hand corner, click Message Alerts (the upside down envelope)
- Select the user from the Classlist or Friends list.
- Click Message.
  Or,
- Click the Name of the User.

- Enter your message into the message text box.
- Click Send.
Receiving Messages:

- When you receive a message, you get a notification that you received the message in the Message Alert tab.
- Click the Message.
- The Unread Message appears in Bold.

![Message Alert Tab]

To Set Message Read / Unread:

- Click the checkbox to select the message.
- Click Set Read / Set Unread.

![Set Read / Set Unread]

To Delete a Message:

- Click the checkbox to select the message.
- Click Delete.
- Click Yes.

![Delete]

For More Information

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