



## MOODLE'S MESSAGING APP

Moodle provides an instant messaging system that allows users to easily communicate with other users. For group projects, instructors can enable group messaging that allows group members to directly message each other. The messaging app is located on the upper-right of any Moodle page.

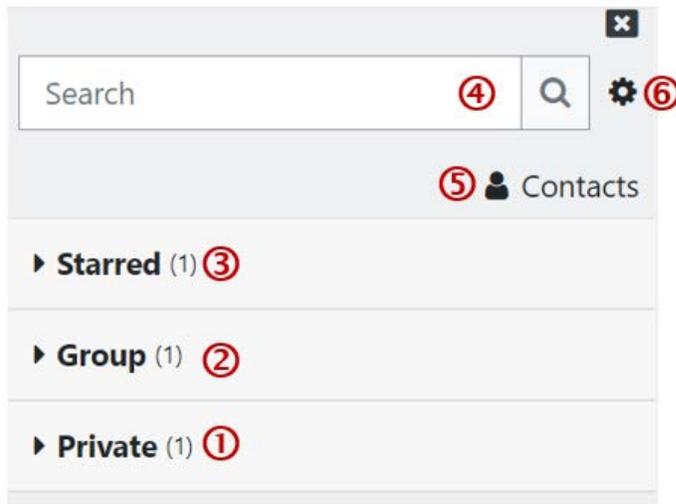


### The Messaging Drawer

When users click on the messaging icon, the **Messaging Drawer** opens, providing access to conversations and contacts within Moodle. A user is only able to contact other users from their active courses. The Messaging Drawer provides several functions:

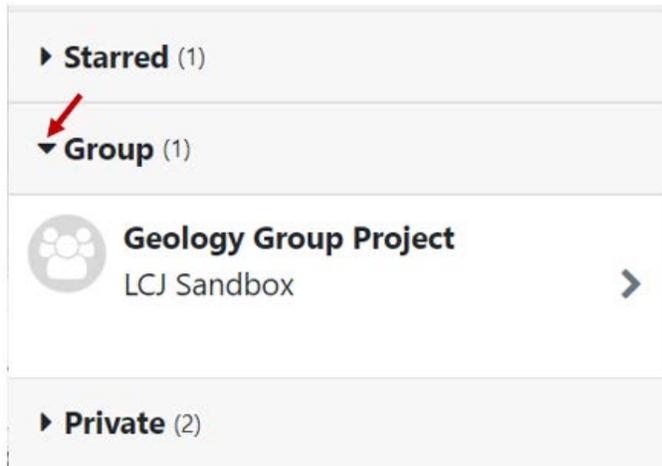
1. Users can read and send private messages.
2. Users can read and send group messages, but only if the instructor has enabled messaging for that group.
3. Users can “star” or “favorite” conversations as needed.
4. Users can search for users enrolled in their currently active courses.
5. Users can create a contact list.
6. Users can update their messaging preferences.

The X in the upper-right will close the Messaging Drawer.



### Sending a Message

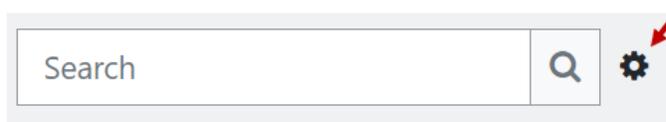
To send a message to someone, locate them within the search box then click on their name. Once a conversation has been established, you can expand the appropriate messaging menu, then click on the conversation you wish to continue.



## Updating Personal Messaging Settings

By opening up the **Settings** menu, a user can update their messaging settings in a few important ways:

- They can limit who can message them.
- They can request notifications in the Activity Stream or via email.
- They can set the app to send a message by hitting enter.



## Managing Conversations

By opening up a conversation's menu, a user can take several important actions:

- Star or favorite the conversation.
- Block the other user in that conversation.
- Mute the conversation so that notifications are not sent.
- Delete the conversation.
- Add the other user to contacts.



## Notifications

As long as a user has not disabled all notifications within Moodle, they will receive notifications about new messages right by the Messaging icon that appears on every Moodle page.

