How to Use Moodle Messaging

Sending a Message to an Individual

1. Locate the **Messages** block and click **Messages**.
   a. This link is also accessible in the **Navigation** block if you do not have a **Messages** block. To access, expand the **My profile** menu options and click the **Messages** hyperlink.
2. Type the user's first or last name into the **Search people and messages** text box.
   a. Click **Advanced** to enable a detailed search. This will break the search down to **Name** or **Keywords**, as well as provide options to include blocked users, and to differentiate between senders of messages.
3. A list of users (and/or messages) that match your search will appear with several options available:
   a. Click the username to send a message. Type the message in the **Message** field and click **Send message**.
   b. Click the Plus sign to add the user to your contact list. This will add the user to your contact list and take you to the message screen.
   c. Click the No sign to block the user from contacting you. This will clear your search history.
      i. A checkmark will appear instead of a No sign if you have already blocked this contact. Click the checkmark if you wish to unblock this user.
   d. Click the text bubbles to view message history.

Reading and Replying to a Message

Reading and Replying through the Messages Block

Received messages will appear in the **Messages** block in the top right corner of Moodle.

1. Click the envelope icon next to the username to read your message, and then reply by typing your message and clicking the **Send a message** button.
2. If you receive a pop-up notification of a message, click **Go to messages** to read and reply to it.

Reading and Replying through the Messages Page

Messages are accessible via the **Navigation** block; expand the **My profile** menu options and click the **Messages** hyperlink.
Use the **Message navigation** dropdown menu to select **Recent conversations**; this will list your conversations and allow you to read and reply to messages (useful if the user is not on your contact list). Type your reply then click the **Send a message** button.

Managing Contacts

Managing Contacts through the Messages Block

- Add people to your list of contacts by clicking the Plus sign next to their names.
- Click the X next to a user's name to remove them from your contact list.
- Click the No sign next to a username to block a user from contacting you.

Managing Contacts through the Messages Page

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