
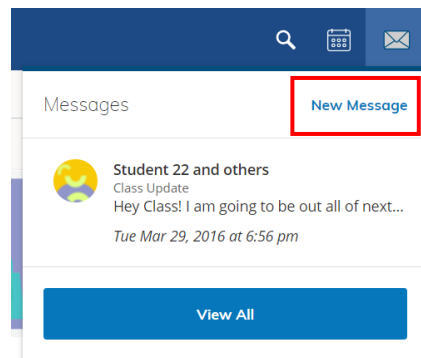


## How a Student Sends a Message to Their Teacher

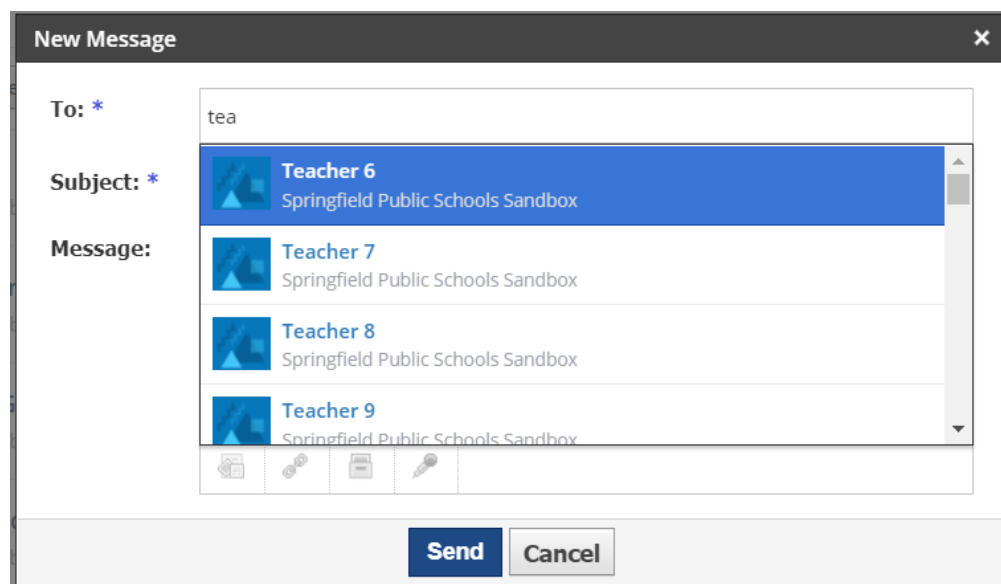
The top menu provides a quick and easy way to access your messages from anywhere within Schoology.

To send a message from the top menu:

1. Click on the envelope  icon from the top menu
2. Click **New Message**.



3. Enter the teachers name in the **To** field. A list of users will automatically populate as you type.
4. Select the user from the list.



5. Enter a subject and message like you would for a regular email
6. Once you have typed your message, click **Send** to complete.

## Receiving a Message and Sending a Response

1. When you have received a message the envelope icon in the top menu will have a number appear
2. Click on the envelope icon to see who has sent recent messages.
3. Click a message to open and view the message
4. If you need to respond to the message, enter your response in the box provided

### Messages

Inbox

Sent Messages

#### Class Update

Between You, Teacher 1, Student 10, Student 11, Student 12, Student 13, Student 14, Student 15, Student 16, Student 17, Student 18, Student 19, Student 2, Student 20, Student 21, Student 22, Student 23, Student 24, Student 25 and Student 26



Teacher 1 Tue Mar 29, 2016 at 6:56 pm

Hey Class!

I am going to be out all of next week, but the substitute should have access to Schoology. I have posted all of your material. It is currently hidden, but will appear automatically on the correct days next week.

I've copied you all onto this thread so that if you have any questions, everyone will see the answers. That way I don't have to message you all individually.:)

For fun, I've attached a video I thought you might like. Good luck!

Message:



Send

Cancel

5. Click **send** to complete