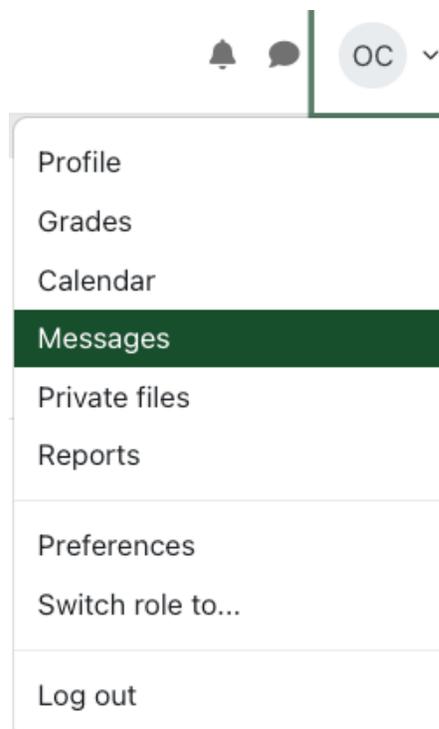
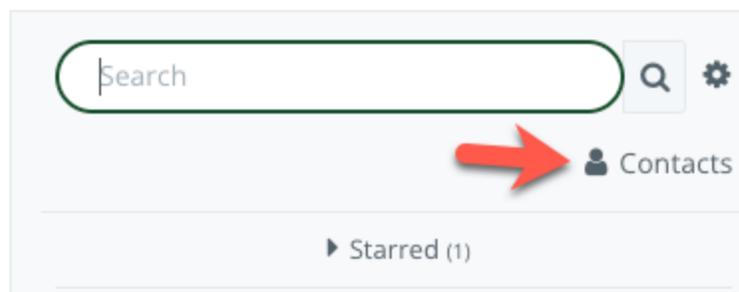


How to Send a Private Message on eClass - eClass 4.2

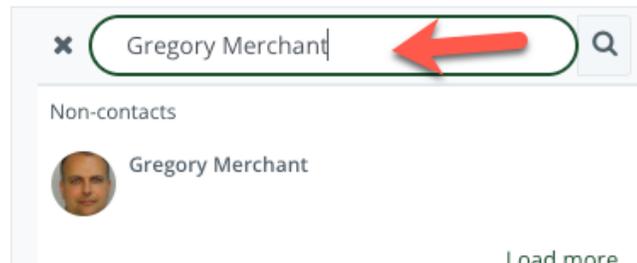
1. On your eClass/Moodle homepage click your **Profile Picture**. On the drop down menu click on **“Messages”**



2. Click **“Contacts”** from the messages menu.



3. Type the name or course of the recipient in the search bar



4. Click on the person's name who you wish to send a message to. Type your message and hit **the send icon in the bottom right** when you are done.

