



## 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**"

<b>*</b> •	oc ~
Profile	
Grades	
Calendar	
Messages	
Private files	
Reports	
Preferences	
Switch role to	
Log out	

2. Click "Contacts" from the messages menu.

Search	Q *	ŀ
	Contacts	S
	Starred (1)	

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.

K Gregory Merchant	٩	Gregory Merchant	
Non-contacts Gregory Merchant		August 26, 2020	
1	Load more	Gregory Merchant     14:14     Retry       This is a test message in eClass. Please ignore.     Greg	
			١
		This is just a test	