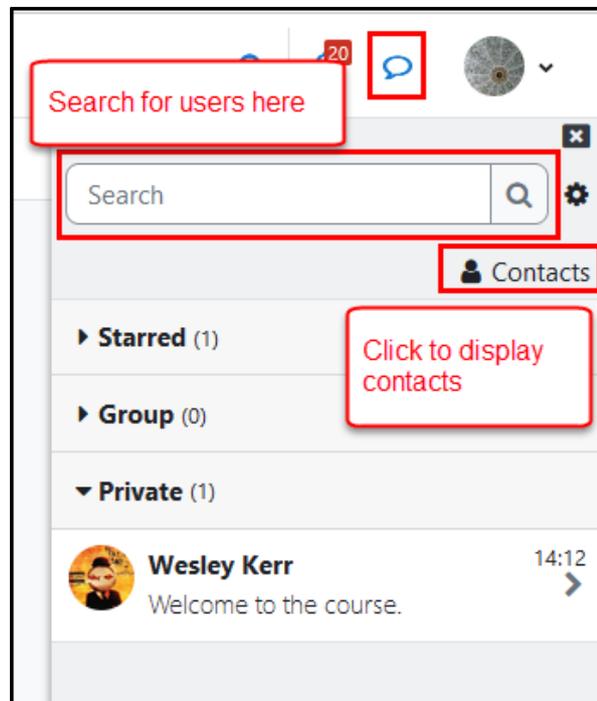


Messages (Student version)

Moodle has a system that allows personal messages to be sent between Moodle users.

Send a message

1. Click on your avatar in the top right hand corner of the screen and click on **Messages**.
Alternatively, click on the **Messages** icon on the page header.
2. Click on **Contacts**. This will display people you have added as a contact. Alternatively you can search for someone who is not a contact.
3. Click on the magnifying glass icon. Type the name of the person you want to send a message to in the search box followed by enter and a list of users with matching names will be displayed. Click on the name of the person you want to send a message to.
4. Type your message in the **Message** text box and click the send icon.



Read your messages

By default, you will be notified by a popup when you have a new message. A copy of the message will also be sent to your email address if you are not logged in to Moodle when it is received. Message notification settings can be changed by clicking on your avatar in the top right hand corner of the screen followed by **Preferences**. In the page that displays, click on **Message preferences** in the **User account** list.

There are two ways you can access your Moodle messages:

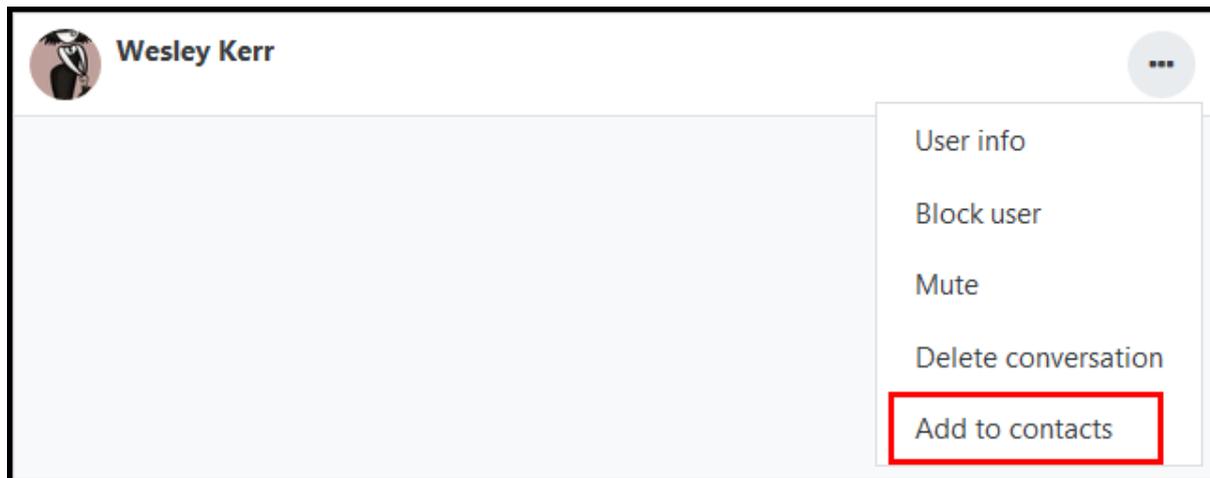
- i. Click on your avatar at the top of the page and select **Messages**.
- ii. There is a messaging icon next to your avatar at the top of the screen.

Once you are on the messages screen click on the sender's name to display the message.

Your message history with that person will be displayed.

Add or block a contact

1. Click on your avatar in the top right hand corner of Moodle and select **Messages**.
2. Type the name of the person you want to add as a contact or block in the search box and submit the search. Click on their name when it appears in the search results.
3. Click on the three dots next to their name in the main display area. Click on **Add to contacts**:



4. Confirm that you want to add the contact by clicking on **Add**. This is required as users may not allow messages from non-contacts – see below.

To block all people who are not contacts from messaging you:

1. Click on the messaging icon next to your avatar.
2. Click on the settings icon next to the user search box.
3. In the **Privacy** section select the option **My contacts only**.

NOTE: Doing this will prevent tutors on the course from messaging you too. You may want to select the **My contacts and anyone in my courses** option to prevent this.

If you change your mind and want to block an existing contact then:

1. Click on the messaging icon next to your name.
2. Click on **Contacts**.
3. Click on the name of the contact you wish to block.
4. Click on ... next to their name.
5. Select **Block user** from the drop down list. You will then be asked to confirm that you wish to block the user. Click on **Block**.