

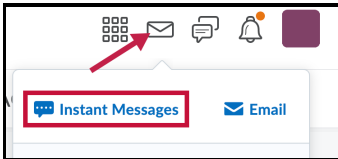
Use the Instant Message Tool to Send & Receive Messages

Last Modified on 10/23/2020 3:21 pm CDT

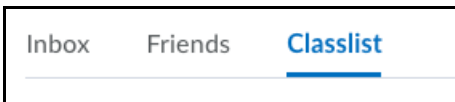
You can use Instant Messages to send and receive messages to and from students and other users in D2L. Students can also message each other.

Send Messages

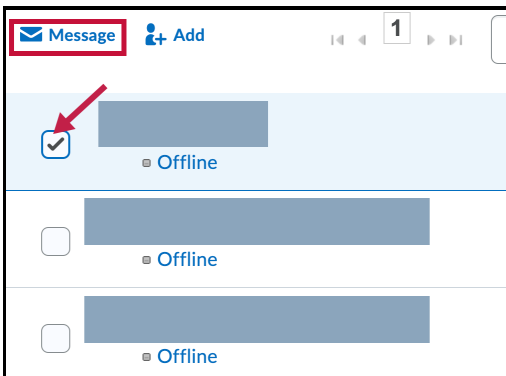
1. Click on the Message alert icon (the envelope) in the minibar at the top of the screen, then click on **Instant Messages**.



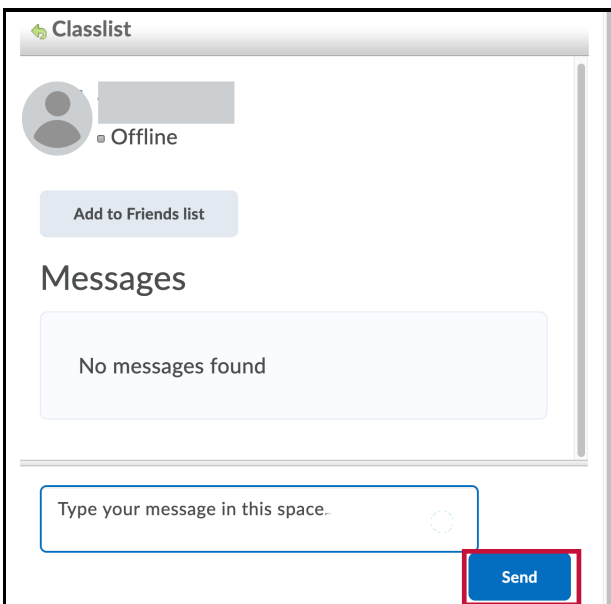
2. Click on **Friends** or, if you are inside a course, **Classlist** to select a person to send a message to.



3. Click the checkbox next to the person's (or people's) name and then click on **Message**.



4. Compose your message and click **Send**. (You can click on the **Add to Friends list** button to add this person to your Friends list.)

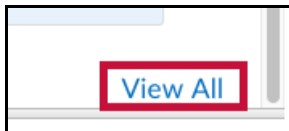


Receive messages

You will receive and read incoming message notifications in the Message alert icon on the minibar.

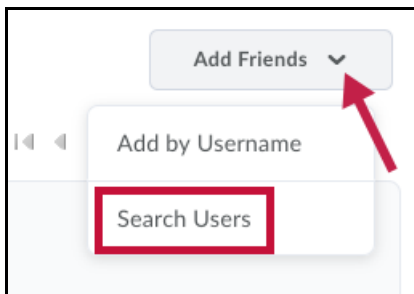
Viewing pager logs

1. Click on the Message alert icon (the envelope) in the minibar at the top of the screen, then click on **Instant Messages**.
2. Click a user's name from your Friends list or the Classlist.
3. Click **View All** to view the paging history with that user.



Adding users to your Friends list by searching

1. On the Friends page, click **Search Users** from the Add Friends button.

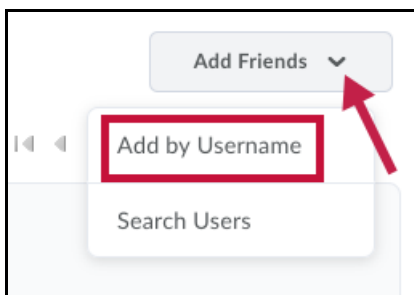


2. Enter a name in the Search For field, and click on the magnifying glass to perform the search.
3. Select the check boxes beside the users you want to add.
4. Click **Add as Friend**.



Adding users to your Friends list by username

1. On the Friends page, click Add by Username from the Add Friends button.



2. Enter a Username.
3. Click **Add**.

Removing users from your Friends list

1. On the Friends page, select the check boxes beside the users you want to remove.
2. Click **Remove**.



Message



Remove