

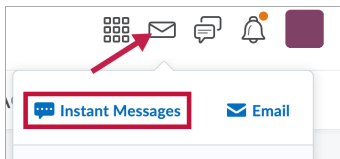
Use the Instant Message Tool to Send & Receive Messages

Last Modified on 01/23/2024 1:56 pm CST

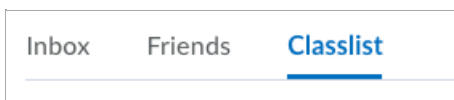
You can use **Instant Messages** to send and receive messages to and from students and other users in D2L. Students can also message each other.

Send Messages

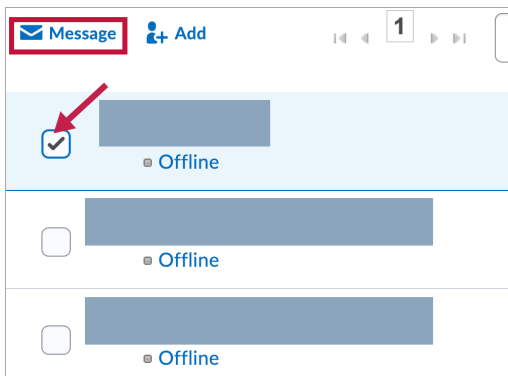
1. Click on the Message alert icon (the envelope) in the minibar at the top of the screen, then click on **[Instant Messages]**.



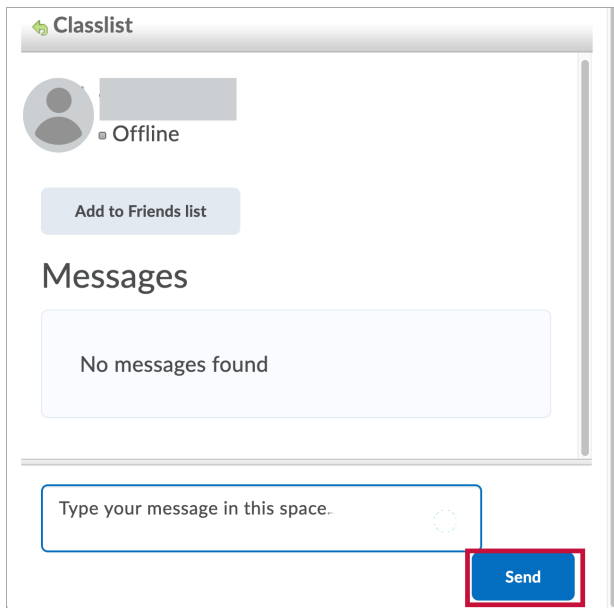
2. Click on **[Friends]** or, if you are inside a course, click **[Classlist]** to select a person to send a message to.



3. Click the **[Checkbox]** next to the recipients you wish to message, then click on **[Message]**.



4. Compose your message and click **[Send]**.
You can also click on **[Add to Friends list]** 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.

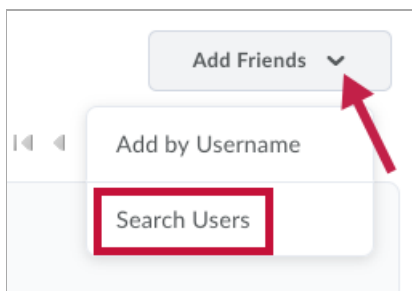
Viewing Pager Logs

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.



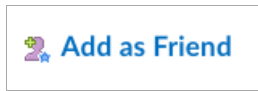
Adding Users to your Friends list by Searching

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



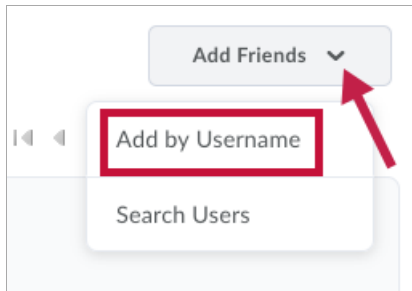
2. Enter a name in the **Search For** field, and click on the **[magnifying glass]** to perform the search.

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]**.

