

Description: Messages allows you to send private messages to site participants or groups within your site.

Key Concepts:

Add the Messages Tool

Compose and Send a Private Message

Reply to a Message

Notifications

Add the Messages Tool:

Step 1: Click [\[Site Info\]](#) in the site you would like to add the Messages tool to.

Step 2: Click [\[Edit Tools\]](#).

Step 3: Place a check box next to the Messages tool.

Step 4: Scroll down to the bottom of the screen and click [\[Continue\]](#) and then [\[Finish\]](#).

Compose and Send a Private Message:

Step 1: In the site menu bar, click [\[Messages\]](#). Under “Messages,” click [\[Compose Message\]](#).

NOTE: You can also click [\[Compose Message\]](#) when you’re viewing the contents in one of the private message folders.

Step 2: Select the individual(s) to whom you want to send a message. To select multiple participants, use “Ctrl-click” (in Windows) or “Cmd-click” (in Mac OS X).

Step 3: Choose to send your message either “As Message” or “To Recipients’ Email Address(es).”

Step 4: (Optional) Under “Label,” use the drop-down list to change the priority status of your message.

Step 5: Next to “Subject,” type the subject of your message.

Step 6: Under “Message,” use the editor to compose your message.

Step 7: (Optional) Under “Attachments,” click [\[Add Attachments\]](#) to attach a file from your local computer or from Resources.

Step 8: Click [\[Send\]](#) to send your message or [\[Cancel\]](#) to cancel your message.

Reply to a Message:

Step 1: In the site menu bar, click **[Messages]**.

Step 2: Click **[Received]** to view the messages you've received.

Step 3: Find and click the message to which you're replying.

Step 4: Click **[Reply]**.

Step 5: (Optional) Select any additional individual you want to send the message to. To select multiple recipients, use "Ctrl-click" (in Windows) or "Cmd-click" (in Mac OS X). You can also choose to send your message to the entire class or to all instructors.

Step 6: Choose to send your message either "As Message" or "To Recipients' Email Address(es)."

Step 7: (Optional) Under "Label," use the drop-down list to change the priority status of your message

Step 8: Next to "Subject," type the subject of your message.

Step 9: Under "Message," use the editor to compose your message.

Step 10: (Optional) Under "Attachments," click **[Add Attachment]** to attach a file to your message.

Step 11: Click **[Send]** to send your message or **[Cancel]** to cancel your message.

Notifications

To see if someone has added a new message or forum posting to one of your sites, go to your "Home" page in My Workspace. Under "Messages and Forums Notifications," you'll find a list of your sites, and the number of new messages and forum postings for each. If there are no new messages or forum postings, you'll see None beside your site.

For questions, contact ETC Support at 245.5566. You can also email us at tracs@txstate.edu.

For the TRACS website home page, go to: <http://tracs.txstate.edu/portal/login>

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822