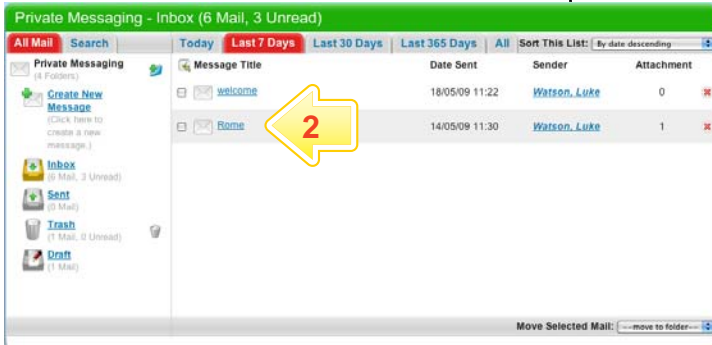


Messages

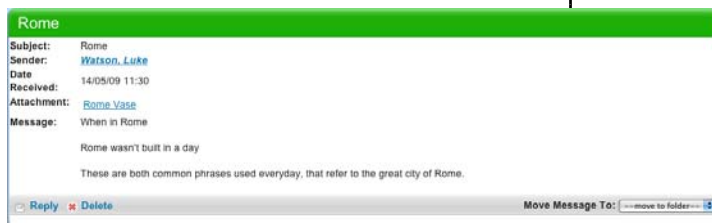
Open a Studywiz Message



1 Click  Messaging



2 Click the message that you want to open.

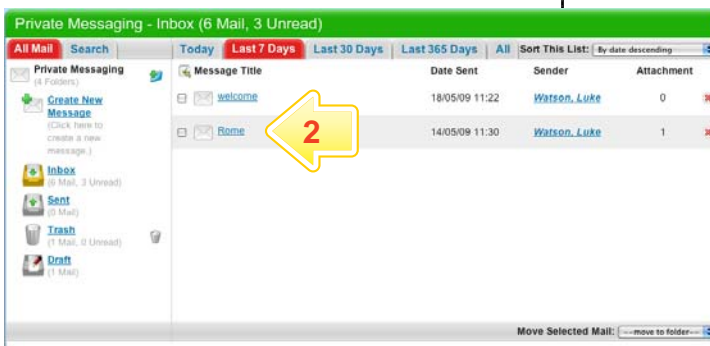


The message appears.

Reply to a Message



1 Click  Messaging

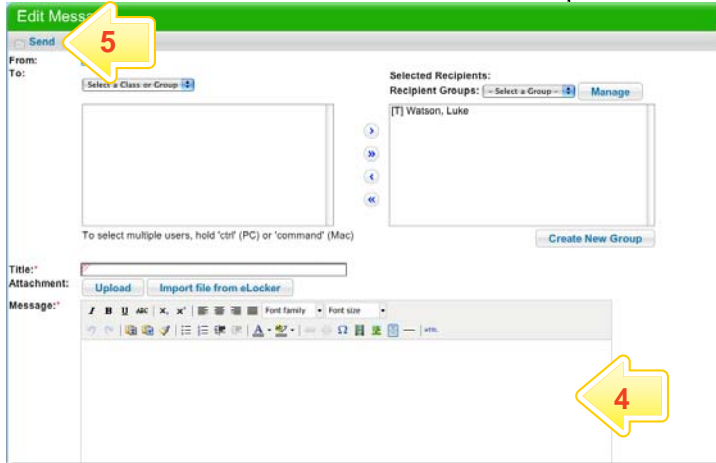


2 Click the message that you want to reply to.



3 Click  Reply

Messages



4 Click in the **Message** field and type your reply.

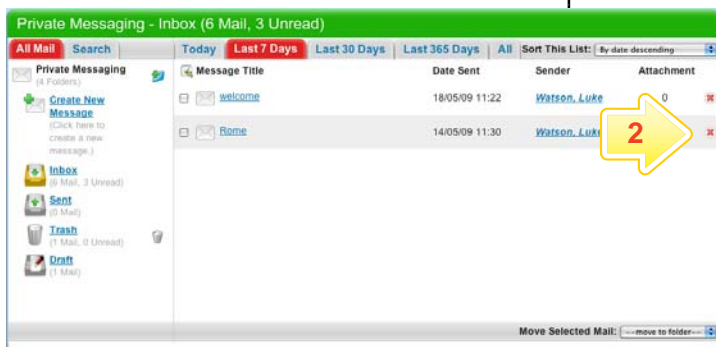
5 Click  **Send**

The Message is sent.

Delete a Message



1 Click  **Messaging**



2 Next to the message you want to delete, click 

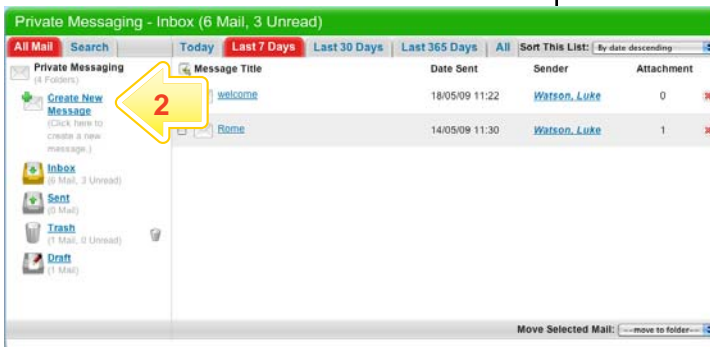
The Message is moved to the message trash folder.

Messages

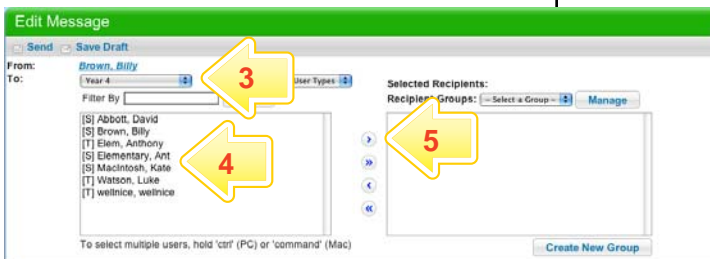
Write and Send a new Studywiz Message



1 Click Messaging



2 Click Create New Message

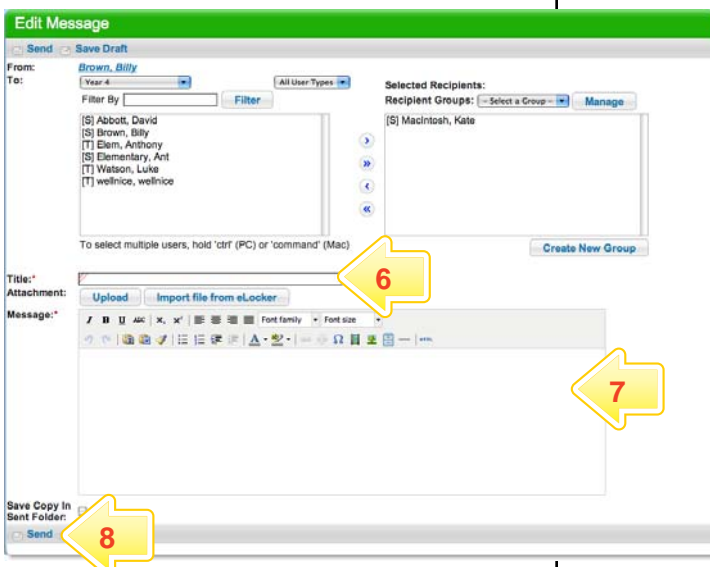


3 From the **To** drop-down list, select a class or group that contains the users you want to send your message to.

4 Click the users that you want to send your message to.

5 Click

The users are added to the **Selected Recipients** list.



6 In the **Title** field, type a title for the Message.

7 In the **Message** field, type your message.

8 Click Send

Your message is sent.