

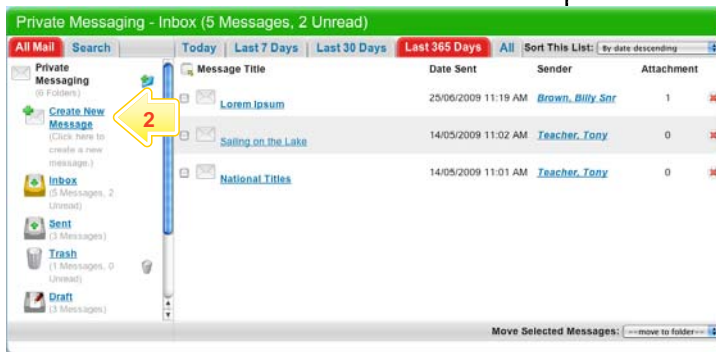
Messaging

Compose and Send a Message

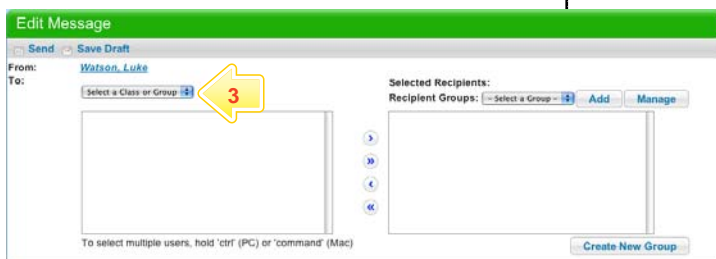
The Studywiz Messaging system allows you to send messages to other Studywiz users and receive Messages from other Studywiz users. Using Studywiz Messaging is similar in many ways to using other email applications.



- 1 Click the **Messaging** button. Your Private Messaging – Inbox appears.

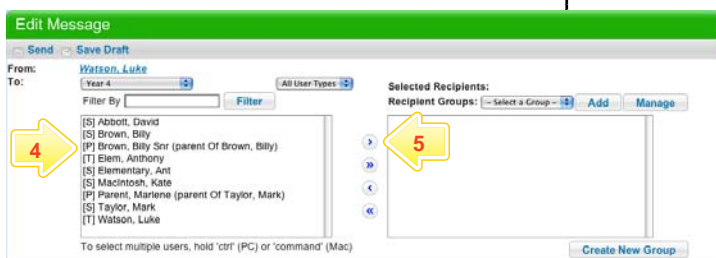


- 2 Click **Create New Message**.

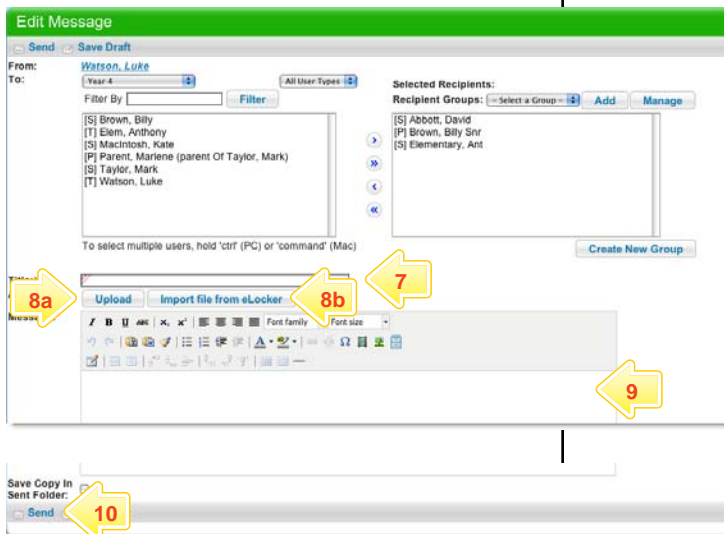


Note To send the message to a recipient group, select the recipient group from the **Select a Group** drop-down list and click the **Add** button. Continue from step 7.

- 3 From the **To** drop-down list, select the Class or Group that contains the recipients of your message.



- 4 Select the user or users to whom you want to send the message.
- 5 Click the **Add** button. The recipients are added to the Selected Recipients field.
To add multiple users hold down the **Command** key on a Mac or the **Ctrl** key on a PC.
- 6 If you want to add recipients from another Class or Group, repeat steps 3 to 5.



- 7 In the **Title** field, type the title of your message.
 - 8 If you want to include an attachment:
 - a To upload a file, click the **Upload** button.
 - b To import a file from your eLocker, click the **Import file from eLocker** button.
 - 9 In the **Message** field, type the text of your message.
 - 10 Click **Send**.
- Note** To save a copy of the message in your Sent Folder, select the **Save Copy in Sent Folder** checkbox.

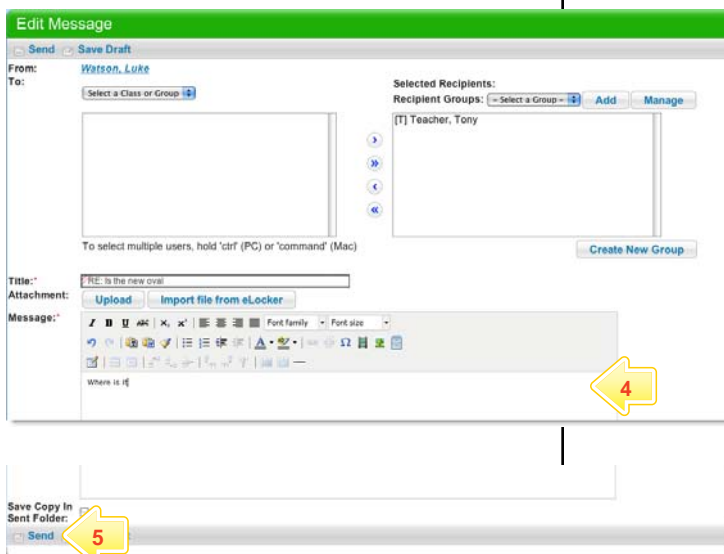
Reply to a Message



- 1 Click the **Messaging** button. Your Private Messaging – Inbox appears.



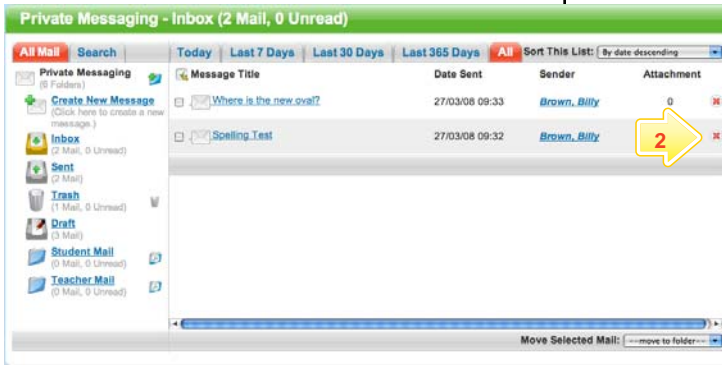
- 2 Click the Message you want to reply to. The Message opens.
- 3 Click **Reply**.



- 4 Click in the **Message** field and type your reply.
- 5 Click **Send**. The Message is sent.

Messaging

Delete a Message

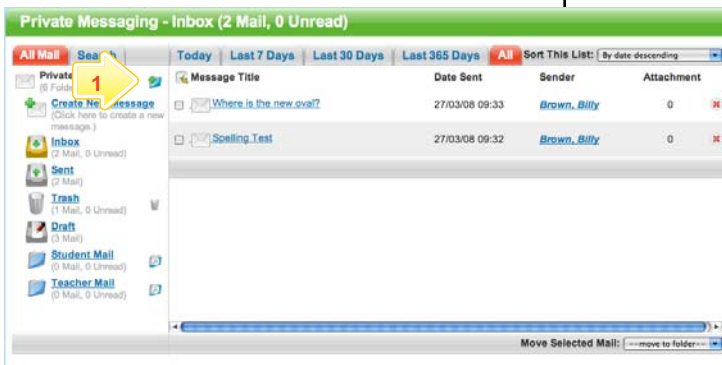


- 1 Open the Private Messaging – Inbox.
- 2 Click the **Delete** button adjacent to the message you want to delete. The message is permanently deleted.

Hint To bulk delete messages, click the **Select All** checkbox and then select **trash** from the **Move Selected Messages** drop-down list.

Create a new Message Folder

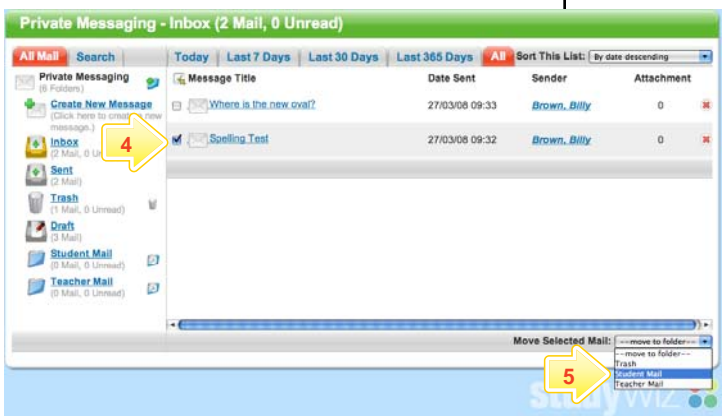
To organise your Studywiz Messages, create folders to store your different message types. For example, you could create a 'student' folder and store all student messages in it.



- 1 Adjacent to Private Messaging, click the **Create Folder** button.



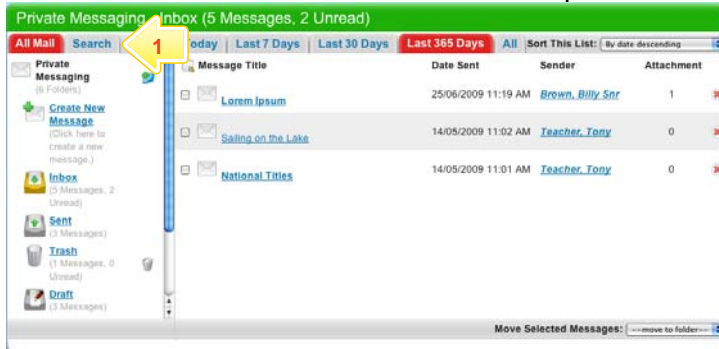
- 2 In the **Folder Name** field, type the name of the folder.
- 3 Click **Save**.



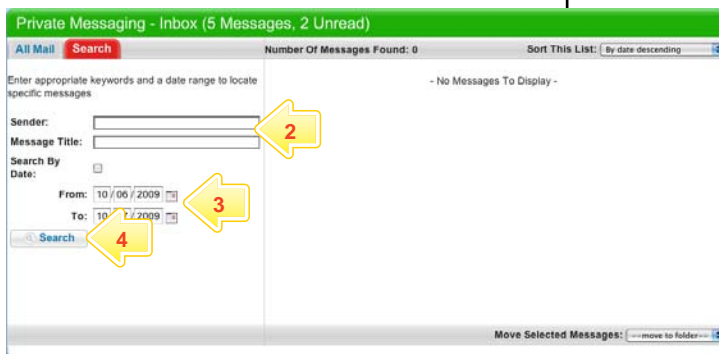
- 4 Select the message or messages you want to move into the folder by selecting message checkboxes.
- 5 In the **Move Selected Messages** drop-down list, select the folder.

Messaging

Search for Messages



1 Click the **Search** tab.



2 Type the name of a **Sender** or a **Message Title**, or both.

3 If you want to limit the search by date, select the **Search By Date** checkbox and select the dates.

4 Click the **Search** button. Search results appear in the right-hand panel.

Tips and Hints

- 1 Use Studywiz Messaging to communicate with students, parents or other teachers.
- 2 Use message folders to organise your Studywiz messages and prevent clutter.

If you have any ideas for ways to use Studywiz Messaging you're invited to share it with other teachers at the Studywiz Global Community – <http://studywizgc.org/>. Log in using the button on your Studywiz deployment.