

# Using the Messages Tool in ECN

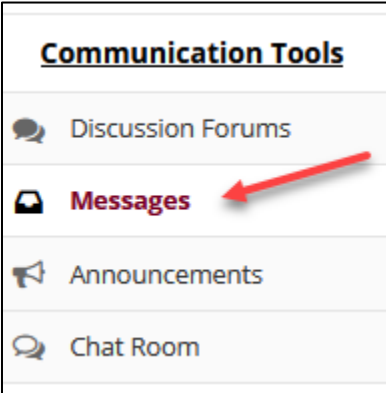
## What is this Tool?

The Messages tool allows users to send and receive private messages to other members enrolled in the course. Messages will be delivered to the recipient(s) within ECN and to their Walsh email address, and recipients can respond via email or via the Messages tool in ECN.

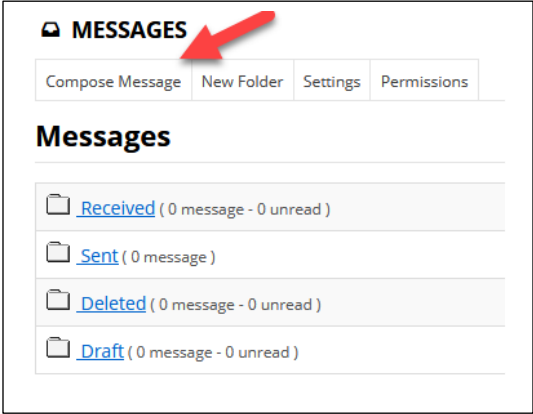
**Note:** *If replying to a message via email, make sure the sender's email address is in the To: bar and not postmaster@ecn.walsh.edu, or it will bounce back.*

## Sending a Message

1. Click on the Messages tool under Communication Tools in the left navigation in ECN.



2. Click the Compose Message tab.



3. Enter the information for your message:
  - a. To (Click in the field dropdown to select recipients and your students will appear)

**Compose a Message**

Required items marked with \*

**\*To**  [Clear Selection](#)

[+ Add Bcc](#)

**Send Cc**  Send a copy of this message to recipients' email address(es)

**Label**

**\*Subject**

**Message**

Rich text editor toolbar with icons for Source, Undo, Redo, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Table, Text Color, Background Color, Font Size, and other formatting options.

- b. Subject
- c. Type your message
- d. Add Attachments: When you click this button, you have the option to upload a file.

**Attachments**

No Attachments Yet

- e. Select Send if you wish to send it immediately, Preview the message, Save as a draft to send later or Cancel.