





## Private messaging




### A) Modify private messaging settings

- 1) Press  [**Toggle messaging drawer**] on the left of your name at top right corner
- 2) In Messaging drawer opened on the right, press  [**Private messaging settings**] on the right of the search field
- 3) If necessary, modify the appropriate options below:
  - **You can restrict who can message you** - control whether course participants of the course(s) you administer/teach and the one(s) added in your contact list, or only the latter can send private messages to you
  - **Notification preferences** - control whether to receive email copies of new private messages in your preferred mailbox(es) and/or push-up notifications of new private messages in your mobile device(s) installed with SOUL Mobile App
  - **Use enter to send** - control whether to press [**Enter**] key on keyboard or  [**Send message**] at the bottom of Messaging drawer to send private messages


#### **Note:**

The number shown on top of  [Toggle messaging drawer] is the number of your contacts who have sent new private messages to you.



### B) Send a private message to a course participant for the first time

- 1) Press  at top left corner of a course main page, then press [ **Participants**]
- 2) Press the name of course participant to whom you want to send private message
- 3) In Profile page, press [**Message**] on the right of the name of course participant
- 4) In Messaging drawer, enter your private message in “**Write a message...**” text field at the bottom, then press  [**Send message**]



#### **Note:**

- 1) You can send private message(s) to other programme administrators, instructors and students from the Participants list(s) of the course(s) you administer/teach.
- 2) To send your request for adding a course participant in your contact list, you can:
  - Send a private message to him/her for the first time;
  - In Profile page, press [ Add to contacts] on the right of the name of course participant.



**C) Send the same private message to course participants**

- 1) Press  at top left corner of a course main page, then press [ **Participants**]
- 2) In Select column on the left of Participants page, check the checkbox(es) of the course participant(s) to whom you want to send the same private message
- 3) Select **“Send a message”** from **“With selected users...”** pull-down menu
- 4) In Send message pop-up window, enter your private message in text field, then press [**Send message to X person**]

**D) Accept contact list request**

- 1) Press  [**Toggle messaging drawer**] on the left of your name at top right corner
- 2) Press [ **Contacts**], then press [**Request**] tab
- 3) Press the name of the course participant who have sent the request to you
- 4) Press [**Accept and add to contacts**]

**E) Delete a private message for yourself**

- 1) Press  [**Toggle messaging drawer**] on the left of your name at top right corner
- 2) In Messaging drawer opened on the right, press the private messaging group category name (i.e. **“Starred”**, **“Group”** or **“Private”**)
- 3) Press the name of your contact / course participant to whom you have sent private message(s) before
- 4) Press to select the private message(s) you want to delete
- 5) Press  [**Delete selected messages**] at the bottom, then press [**Delete**] in the confirmation pop-up window

**Note:**

You can delete the private message(s) only for yourself. Your contact / Course participant concerned can still view the private message(s) you have sent.