





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 other course participants of the course(s) you study 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) Reply a private message sent from your contact or other course participants

- 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 received / sent private message(s) before
- 4) Enter your private message in **“Write a message...”** text field at the bottom, then press  **[Send message]**

C) 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]**

D) 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 received / 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.