Using the Discussion and Private Message Tool-Private Messages

Please note, most class sites won’t be available until the first day of the semester.
You can send other class members private messages (PM) -- classmates as well as the instructor. If you have any new messages, the number of unread, new messages is shown in parenthesis at the top menu bar.

The Private Messages area comes with an Inbox and a Send Box. The In-box includes all the messages that came in from other users, and the Send box saves copies of the Private Messages that you send to others. Upon clicking on Private Messages, any message that is unread is highlighted in orange.

In the Inbox, you can:
Delete private messages. Simply check the boxes of the messages you want to delete and click on "delete selected."
Read and reply to a private message received from someone else.
Send out a PM to someone else (click the new topic button).
Ways to send a private message:

1) **Using the Member Listing link at the menu bar:**
   - Click on Member Listing.
   - Scroll down and find the user that you want to send a private message to.
   - Click on the PM icon next to the user's name.
   - Type a subject and message and post.

2) **Using the Private Messages link on the menu bar:**
   - Click on Private Messages.
   - Click on New Topic.
   - In the To User area, click on the person you want to send the private message to. By default, you can send a private message to up to 10 members at a time. If you want to send the message to more than one person, highlight more than one name:
     - If the names are next to each other, just click on the first and drag to the next
     - If names are separated, click on one, then hold the Control (PC) or Command (Mac) key and click on the others
   - If you highlighted someone you don't want, hold the Control (PC) or Command (Mac) key and click again - it's like an on/off switch
   - Type a subject and message and post
More Help

If you forget your password, you can go here to have it reset: https://myetudes.org/portal/site!/gateway/page/b0177bb8-e4b4-49f1-00b7-186d01ab8a11

If you have problems accessing the class, please email your instructor or send an email to lahc-etudes-help@lahc.edu