

Messages Block

The Moodle Messages function is an internal, instant messaging system available in the courseware. The *Messages* block displays a list of new messages a user has received, and it includes a link to the *Messages* window.



By default, when participants are logged into the courseware, they receive messages instantly by the display of a pop-up notification. When participants are not logged into the course, messages are sent to their email account, and they will receive a pop-up notification the next time they log in.

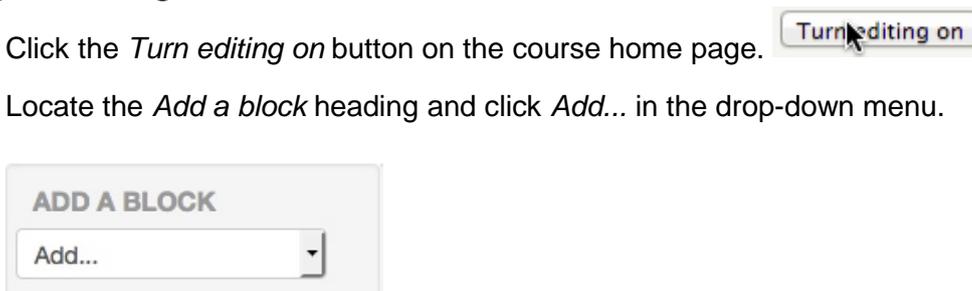
Learners organizing collaborative speaking tasks in real time (e.g. using Skype) may find Messaging especially useful. Instructors may find Messaging useful to send reminders to individual learners. (Please refer to the (Stage 2) *People* block documentation for a how-to explanation.)

Exemplar

An example of a *Messages* block is found in the [Stage 2/3 Exemplar course](#). It is in the right block column.

Adding the Messages block to a course

1. Click the *Turn editing on* button on the course home page.
2. Locate the *Add a block* heading and click *Add...* in the drop-down menu.



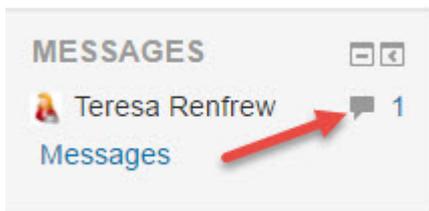
3. Click *Messages*.



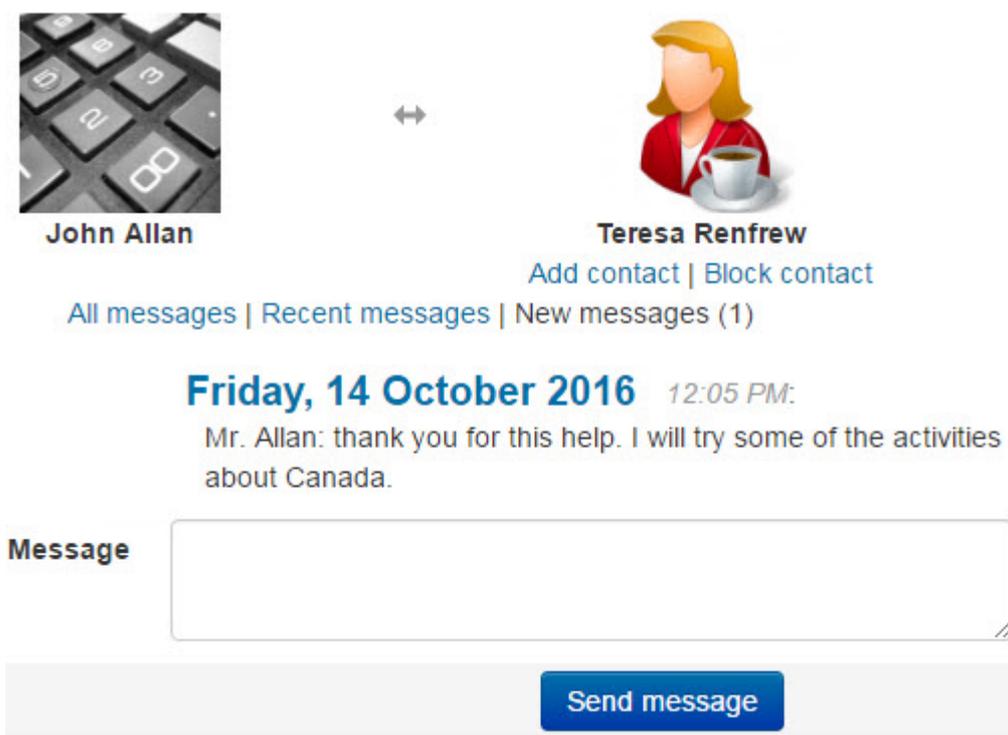
The block has been added to the course. It will appear on all main course pages. Use drag and drop to relocate this block. (There is an option for the *Messages* block to appear on all course pages if the block's *Update*  button is clicked.)

Using the Messages block: Viewing a Message

1. To view a new message, click the *Messages* icon next to the name of the sender.

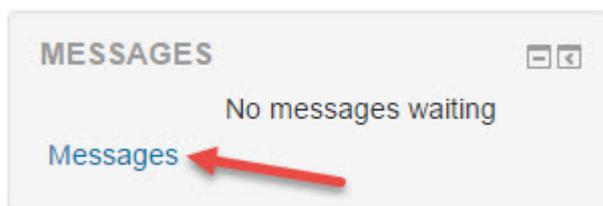


2. The message appears on the *Messages* page. (A user can reply by typing in the text box below the message and clicking the *Send message* button.)



Using the Messages block: The Messages Page

1. Click the *Messages* link in the *Messages* block.

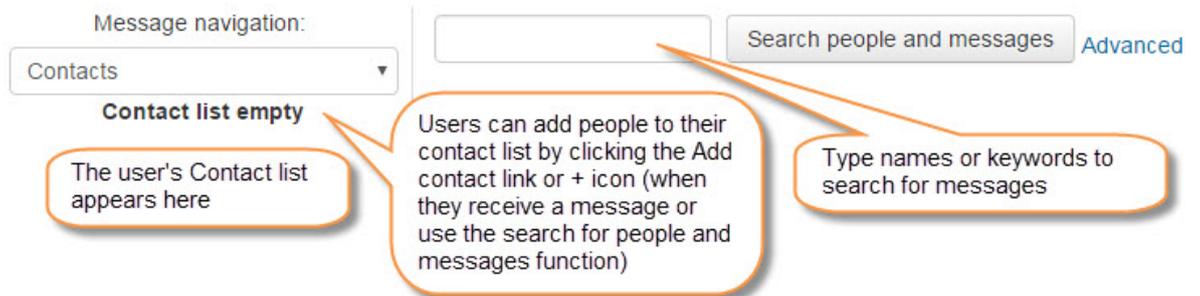


The *Messages* page appears.

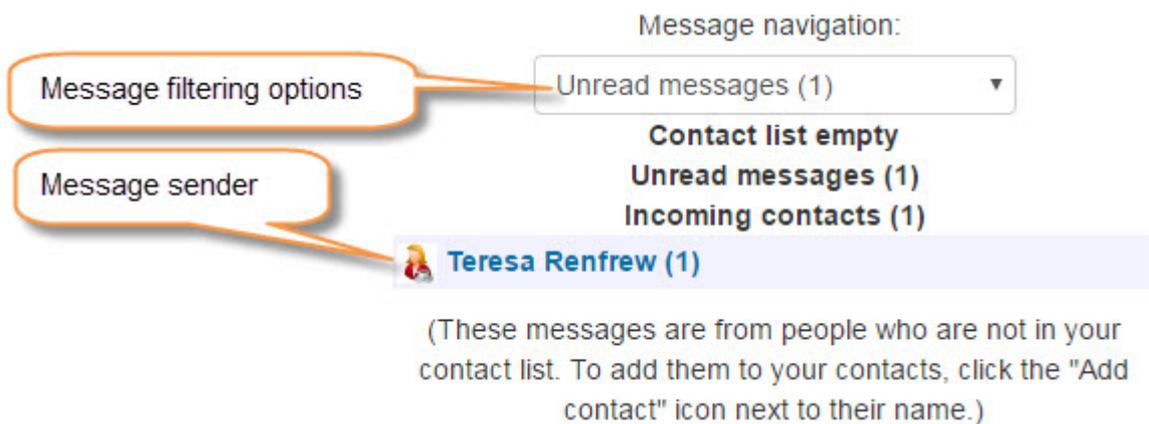
Important Note for Moodle 3.1: The following image looks quite different in the new

version of Moodle, but the principles and options are the same, if arranged slightly differently in the new version.

Messages Page: Contacts

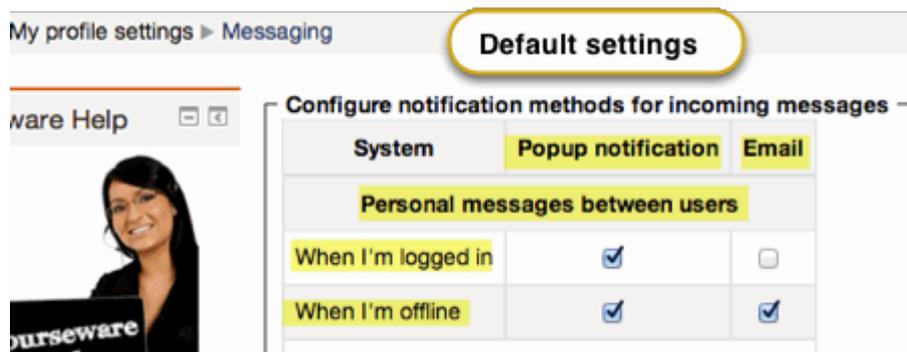


Messages Page: Message navigation



Configuring User Profile Settings: Messaging

Users can set the *Messaging* preferences for when they are online or offline. This screenshot shows the default settings for users at edulinc.org.



All users can access the above page and change these settings by clicking *Messaging* in the *User account* section of the *Preferences* page, accessible from the User drop-down menu in the top-right corner of every page on the site.

Preferences

User account

- [Edit profile](#)
- [Change password](#)
- [Preferred language](#)
- [Forum preferences](#)
- [Editor preferences](#)
- [Messaging](#) 