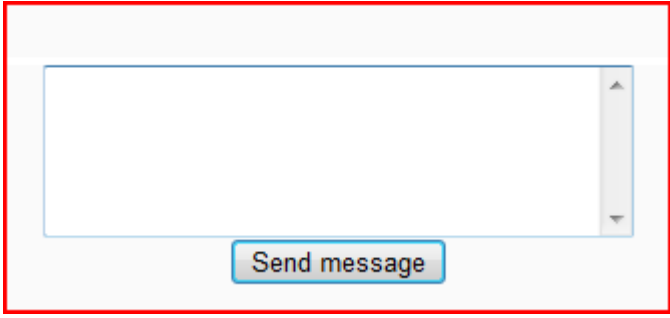
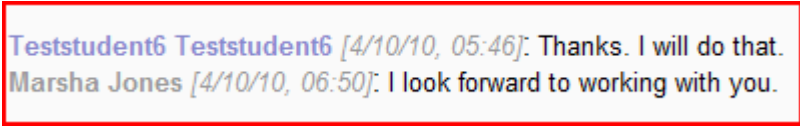


## How to Reply to Messages

<b>How to Reply to Messages from the “Messages” Link</b>	
<b>Step 1</b>	On the main screen in the far left column, click the “ <b>Messages</b> ” link.
<b>Step 2</b>	Click the <b>envelope icon</b> link for the person’s name that sent you a message.
<b>Step 3</b>	<p>On the next screen, you will see a message box as illustrated below. Type your response or reply in that box. Review it carefully before sending. When you are ready to send the message, click the “<b>Send message</b>” button.</p>  A screenshot of a web-based message reply interface. It features a large, empty text input area with a vertical scrollbar on the right side. Below the input area is a blue button with the text "Send message" in white. The entire interface is enclosed in a red rectangular border.
<b>Step 4</b>	<p>Immediately after you respond to the message, your reply will appear beneath the original message on the screen for you to review. The reply that Marsha Jones sent as a test to Teststudent6 is illustrated below.</p>  A screenshot of a message thread. The first message is from "Teststudent6" and says "Thanks. I will do that." The second message is from "Marsha Jones" and says "I look forward to working with you." The messages are enclosed in a red rectangular border.