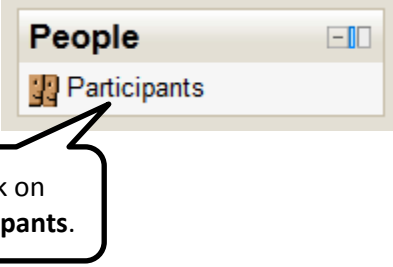
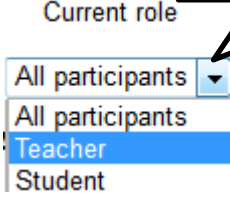
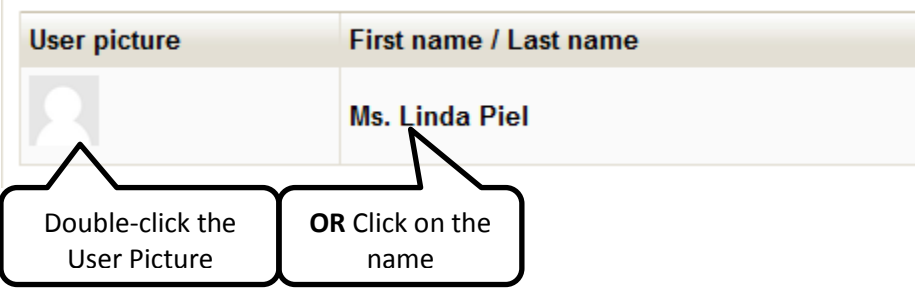
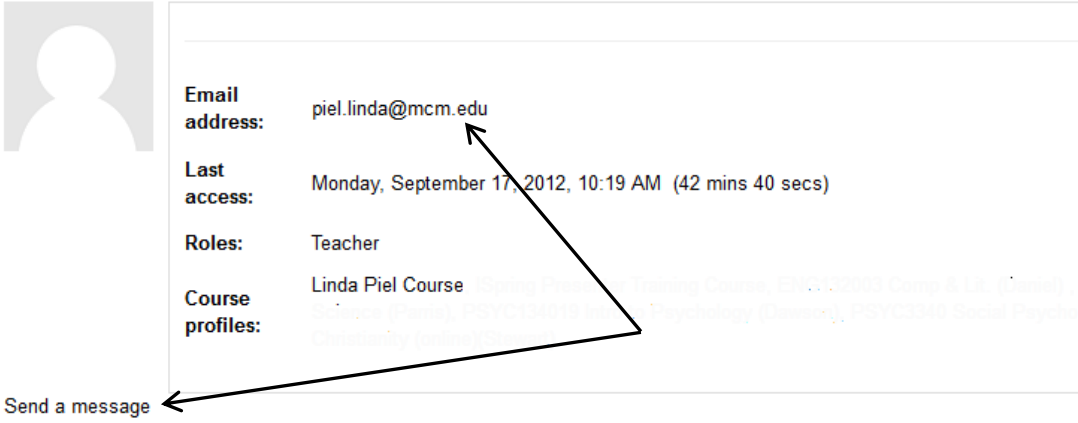


## How to Send a Message to Your Professor

<p>Under the <b>People</b> block, click on <b>Participants</b>.</p>	 <p>Click on <b>Participants</b>.</p>
<p>The Current role drop down box will allow you to view All participants, Teacher, or Student. Change the current role to Teacher.</p>	 <p>Click on the drop down box. Change the current role to <b>Teacher</b>.</p>
<p>To send an email to the teacher in the course, you may either double-click the User picture OR click the First name/Last name link.</p>	 <p>Double-click the User Picture <b>OR</b> Click on the name</p>
<p>Click on the <b>Email address</b> link or click on the <b>Send a message</b> link under the picture.</p>	 <p>Send a message</p>

Compose message in the **Message** block. When finished, click the **Send message** button.

