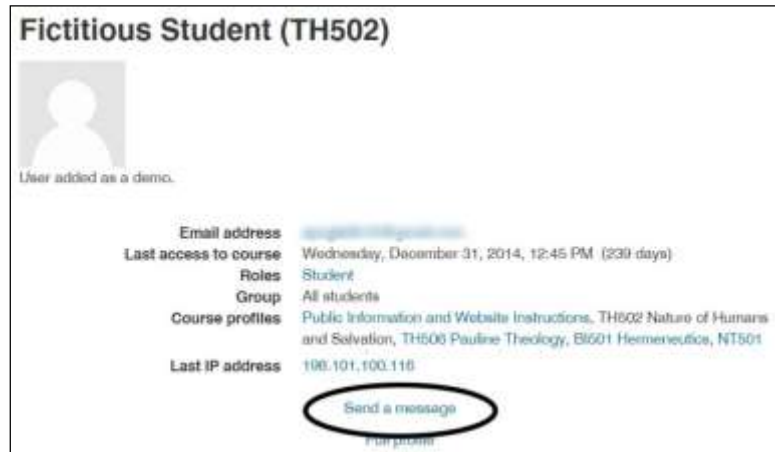


Forum: send a private message

Let's go back to the forum page and look at columns 2 and 4. They display the names of other students in your class. If you want to send them a private message that is NOT posted on the forum for everyone else to see, you can click on their name.

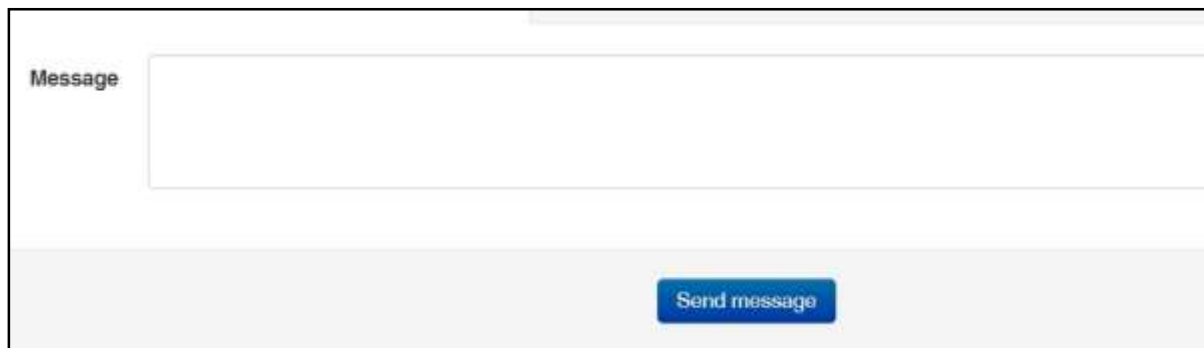
After you click on the name, you'll see the person's profile.

In this case the person has posted their email address, and you could email them. However, not all students post an email address on their profile. To use the GCS website to send a



The screenshot shows a user profile for 'Fictitious Student (TH502)'. It includes a placeholder for a profile picture, a note 'User added as a demo.', and a list of user details: Email address (redacted), Last access to course (Wednesday, December 31, 2014, 12:45 PM (239 days)), Roles (Student), Group (All students), Course profiles (Public Information and Website Instructions, TH502 Nature of Humans and Salvation, TH500 Pauline Theology, B1501 Hermeneutics, NT501), and Last IP address (198.101.100.118). A 'Send a message' button is circled in red at the bottom of the profile information.

message, click on "Send a message. If you have sent messages to that person before, you'll see the history of your communications. There will be a box at the bottom of the page:



The screenshot shows a message sending interface. On the left, the word 'Message' is displayed. To its right is a large, empty text input box. At the bottom center of the interface is a blue button labeled 'Send message'.

Type your message into the box, and click on "Send message." It will post it on the website (only they can see it) AND send them an email. You cannot format the text or attach files.