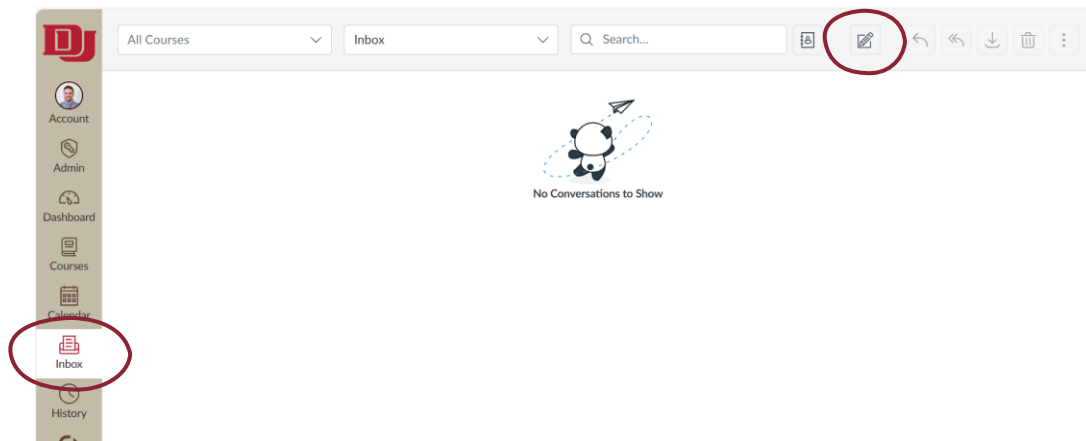


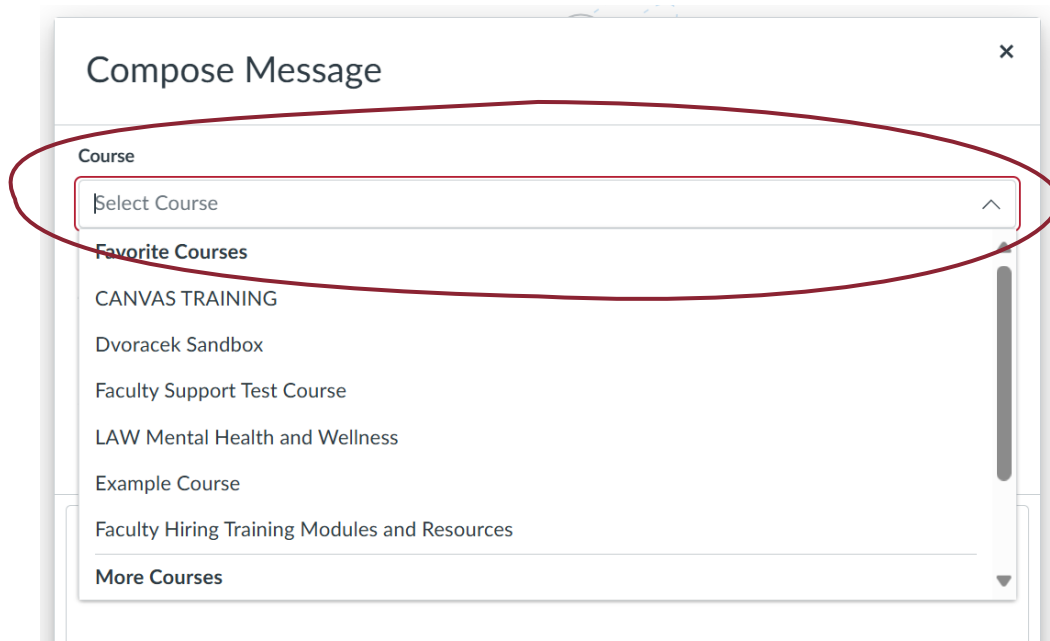


HOW TO SEND MESSAGES TO INDIVIDUALS AND GROUPS

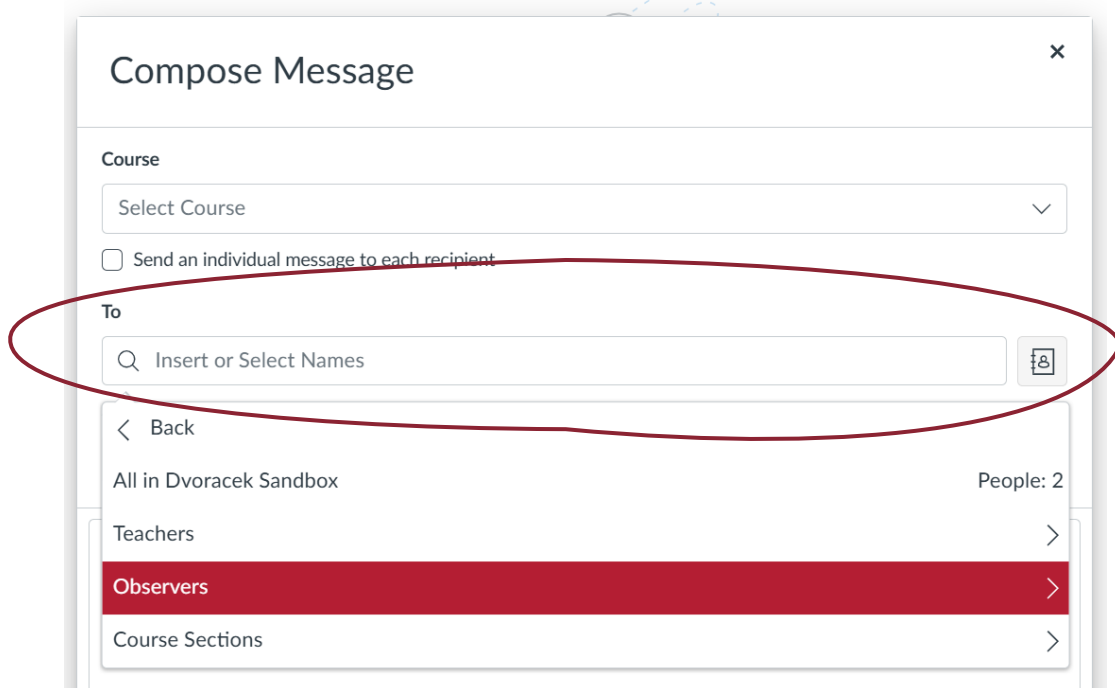
- **STEP 1** Go to the **'Inbox'** tab in the global navigation bar and click on the **'Compose a New Message'** button in the upper right of the screen.



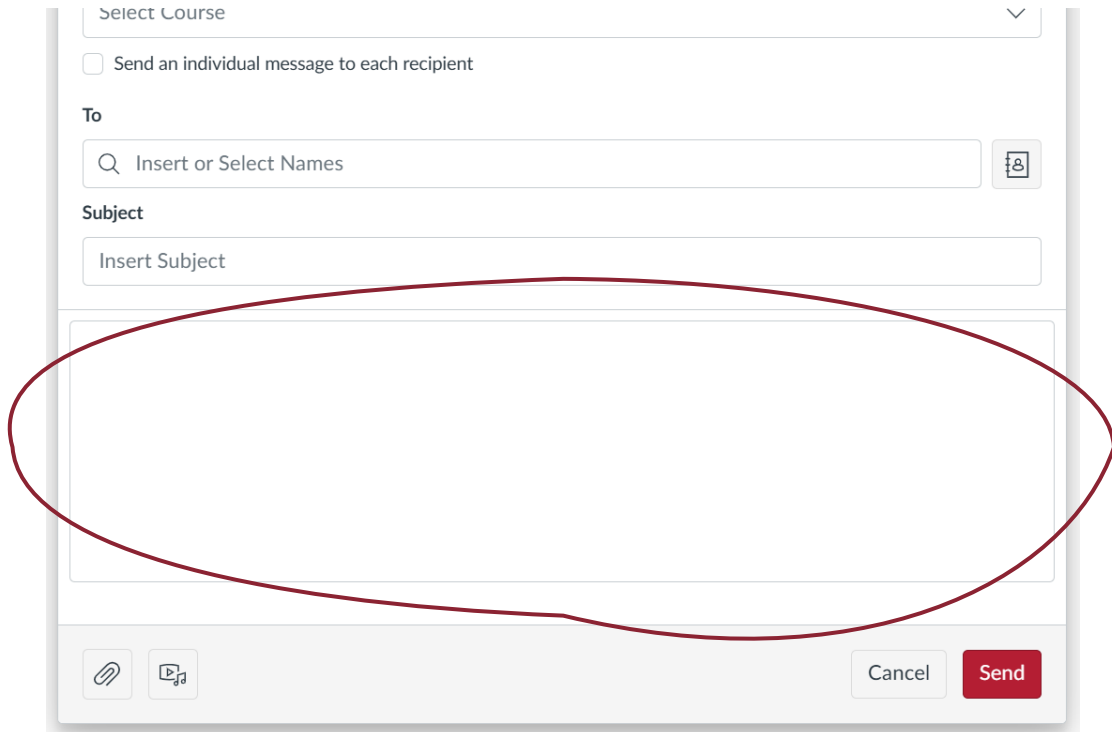
- **STEP 2** Type the appropriate course in the **'Course'** box or select it from the dropdown menu.



- **STEP 3** Address your message by **typing** in the recipient's name (for individuals) or **selecting** the group name from the dropdown menu.

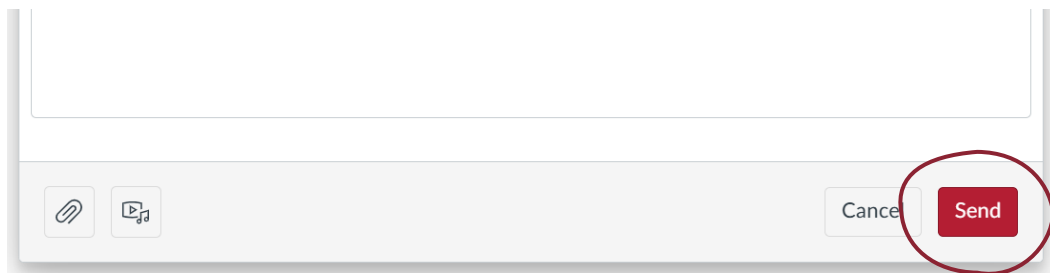


- **STEP 4 Compose** your message in the main textbox. There is a subject line just above this box. Moreover, buttons for including attachments can be found in the lower left corner.



The screenshot shows an email composition interface. At the top, there is a dropdown menu labeled "Select Course" with a downward arrow. Below it is a checkbox labeled "Send an individual message to each recipient". The "To" field contains a search icon and the text "Insert or Select Names", with a small icon to its right. The "Subject" field contains the text "Insert Subject". The main body of the form is a large, empty text area, which is circled with a red oval. At the bottom, there are icons for attachments (a paperclip) and a video (a play button), followed by "Cancel" and "Send" buttons.

- **STEP 5** To finalize the process, click on the **'Send'** button at the bottom of the page.



This is a close-up view of the bottom right corner of the email composition form. It shows the "Cancel" button and the "Send" button. The "Send" button is a red rectangle with white text, and it is circled with a red oval to highlight it.