
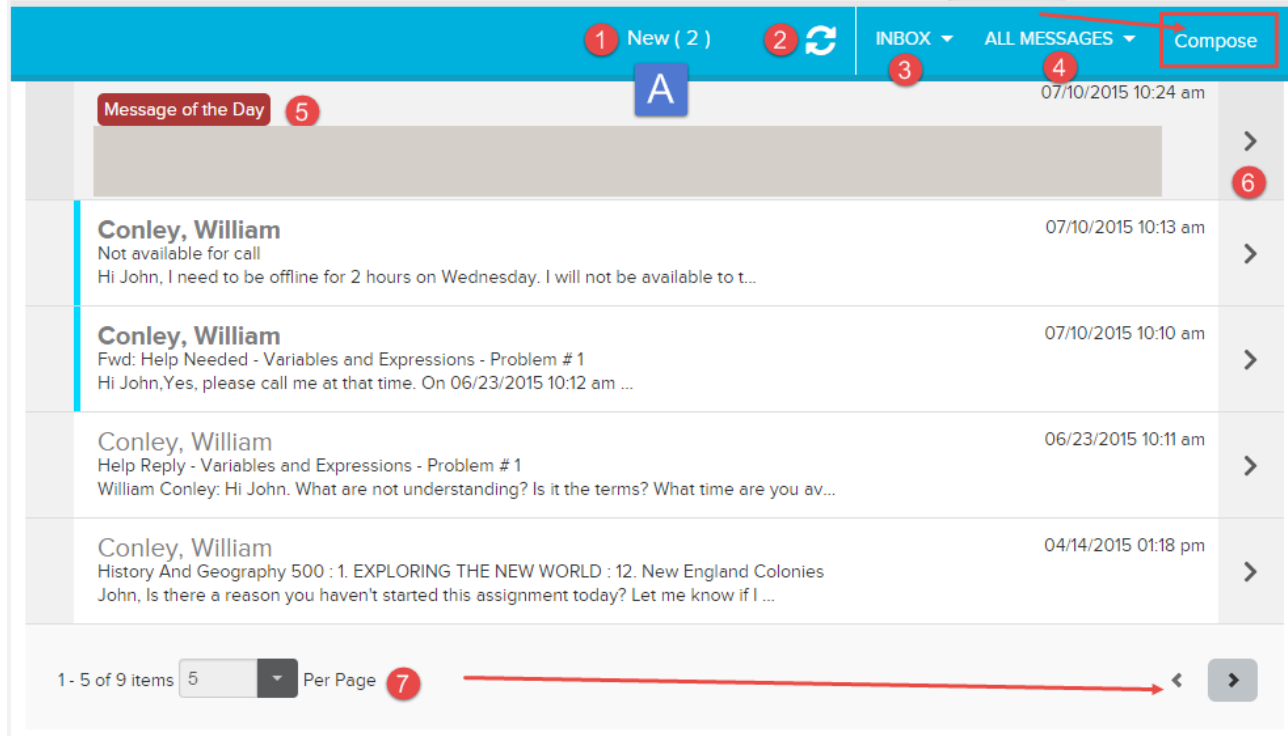


## Communicate With Your Teachers Using Odysseyware Messaging

Odysseyware has an internal messaging system so that you can communicate with your teachers.

If you see a **Message**  tool on the toolbar at the top of each page, your administrator has enabled messaging for you. This means you can *receive* messages from your teachers. If you also have permission to *send* messages to your teachers, when you click the **Message** tool, you see the **Compose** tool on the **Messages** toolbar as shown in example A below.

Messages display with the most recent received items at the top.



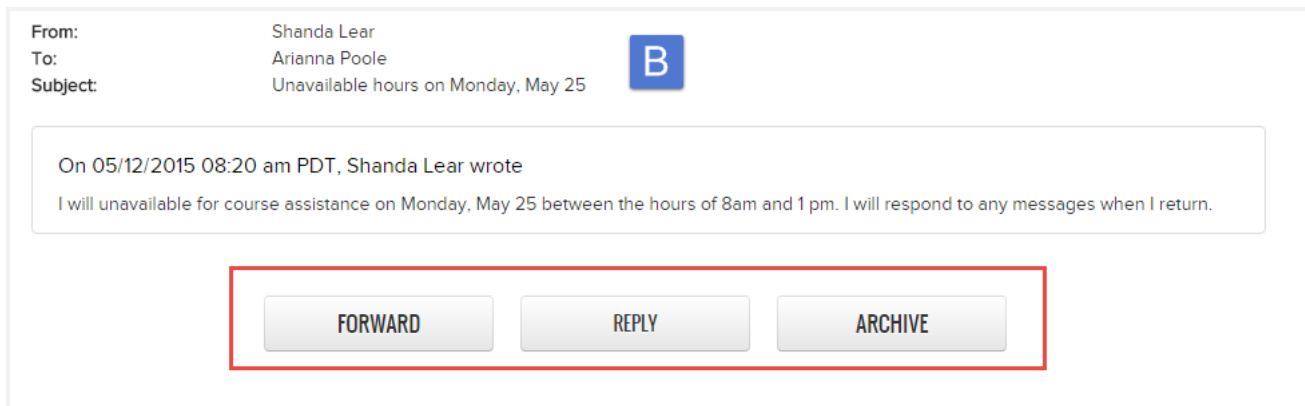
### Messaging system features and tools

Other features and tools on the **Messages** toolbar, identified in example A above, include:

Item	Feature/tool	Description
1	<b>New (0)</b>	Displays the number of Unread (new) messages in your Inbox.
2	<b>Refresh tool</b>	Click the tool to check for new messages.
3	<b>Message box list</b>	Displays the name of message box you are viewing. Click the arrow to change to a different message box (Inbox, Archived, Sent). See " <a href="#">View archived messages</a> " on page 57, and " <a href="#">View sent messages</a> " on page 56.
4	<b>Message list filter</b>	Displays the contents of the selected message box. Click the arrow to select a different group of messages (All Messages, Unread Messages, Read Messages). See " <a href="#">Filter your messages list</a> " on the next page.
5	<b>School Message of the day and Welcome message</b>	This is a message posted by your Odysseyware administrator at your school.

Item	Feature/tool	Description
6	Right arrow	Click the arrow to move to the next page to read the message.
7	Item number and Paging indicators	<p>As the list grows, use the item number and paging controls located at the bottom of the page to view all items.</p> <ul style="list-style-type: none"> <li>From the list, select the number of items you want displayed on the page.</li> <li>Use the paging controls to move forward or backward through the pages or enter the page number.</li> </ul>

When reading a message, several buttons appear, as shown in example B below, so that you can take action.

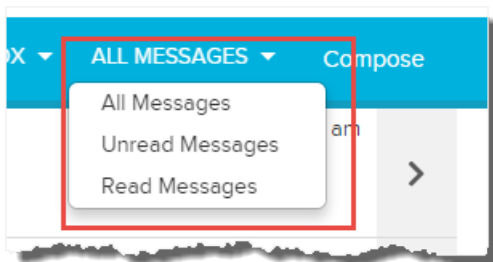


- Click **Forward** to send the entire message to other teachers. See ["Forward messages" on page 57](#).
- Click **Reply** to write and send a reply to the message. See ["Reply to messages" on the facing page](#).
- Click **Archive** to remove the message from the **Inbox** list and file it away to the **Archived** list. See ["Archive messages" on page 56](#).

## Filter your messages list

You can filter your Inbox to only see unread or read messages. By default, you see All Messages; this means both read and unread in the order of the date and time received.

- To see only unread messages, from the **All Messages** drop down, select **Unread Messages**.
- To see only read messages, from the **All Messages** drop down, select **Read Messages**.



## Send messages to your teachers

As stated previously, if you have permission to send messages to your teachers, you will see the **Compose** tool on the **Messages** toolbar.

1. On the **Messages** toolbar, click **Compose**.



## Reply to messages



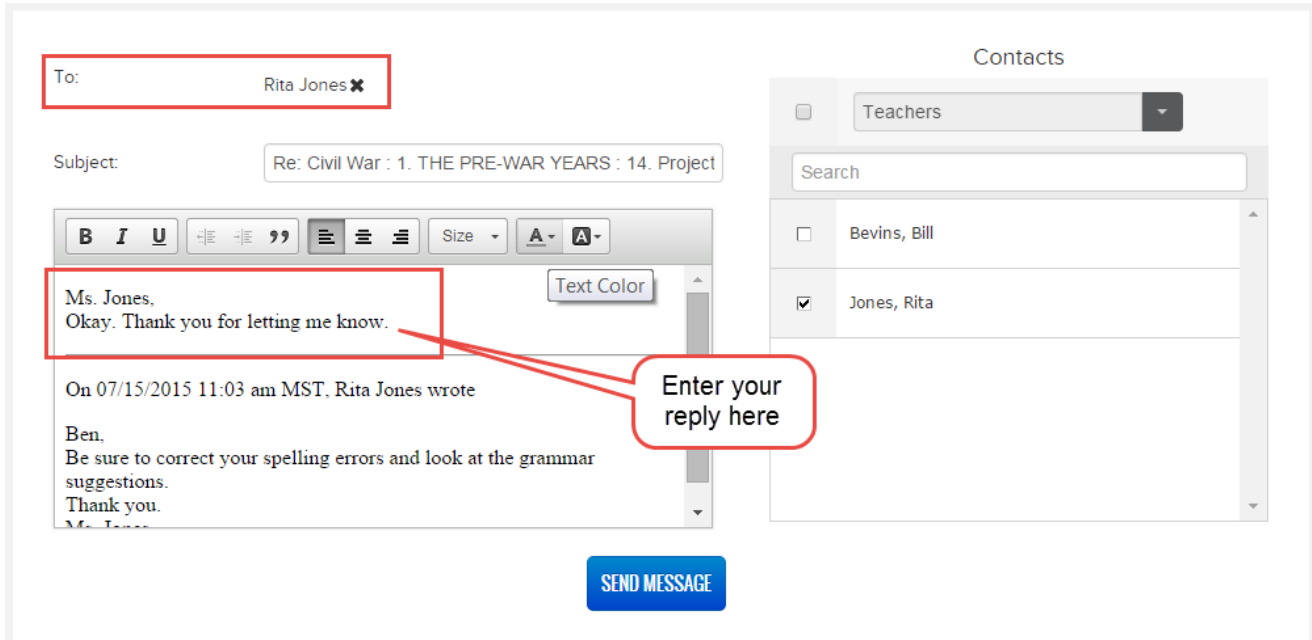
- To select the teacher or teachers to receive the message, from the **Contacts Teachers** list, select the check box next to name of the teacher or to select all your teachers, select the check box next to the **Teachers** list.
- The selected teacher(s) appear in the **To** area. To remove a teacher from the To area, click the **X** next to their name.
- Enter the topic of the message in the **Subject** box.
- Tab to the body of the message and enter your text.
- You can use any of the formatting tools in the body of your message. Hold your mouse over an icon in the formatting bar to see a description of what that feature does. Any spelling mistakes are underlined in red for you as shown in this example. You can fix misspelled words.

- When you are finished composing your message, click **Send Message**.  
The message now appears in your **Sent** messages list. See ["View sent messages" on the next page.](#)

## Reply to messages

When you receive a message from one of your teachers, you can reply to it.

- Open a message to read it.
- Click the **Reply** button.  
The teacher who sent you the message appears in the **To** area. You can remove that teacher by clicking the **X** next to their name, and select another teacher.
- In the reply area above the original message, enter your reply. Use the formatting tools to bold, underline, change the text color, etc. for your message.

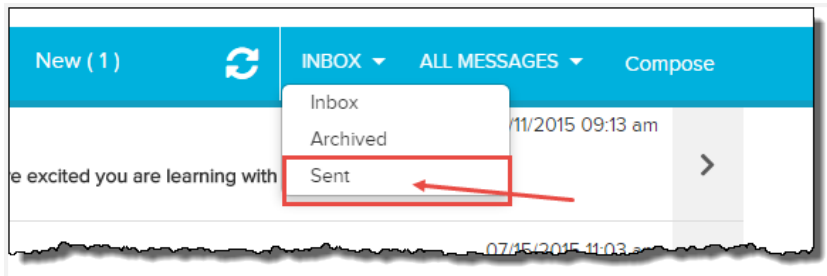


- When finished, click **Send Message**.  
The message now appears in your Sent messages list. See ["View sent messages" below](#).

## View sent messages

Your **Sent** messages list contains all the messages you sent to your teachers, including those messages sent while working on a lesson and asking for help (see ["Request help from your teachers" on page 27.](#))

- From the **Inbox** drop down, select **Sent**.



Your **Sent** messages list contains all sent messages in order of the date and time sent, with the most recent ones at the top.

- To read a sent message, click it.  
While viewing a sent message, you can forward it to another teacher. See ["Forward messages" on the facing page](#).

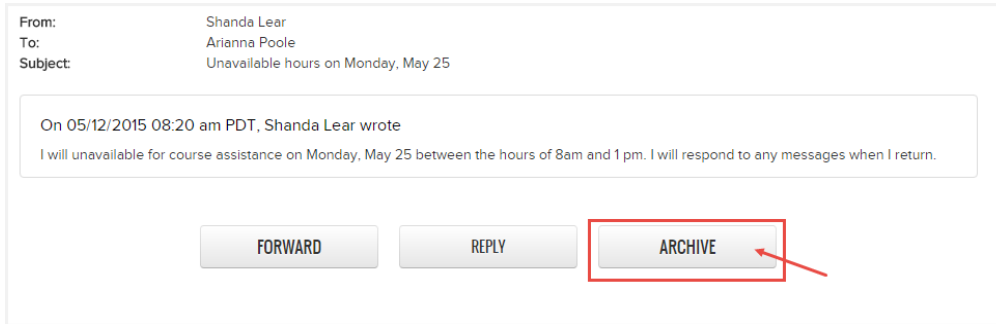
## Archive messages

Because you cannot delete your Odysseyware messages, you can file away (archive) messages to a different list so that your Inbox list is easier to view.

- From your **Inbox** list, select a message you want to remove from the list and file it away to the Archived list.
- On the **View** page for the message, click the **Archive** button.



## View archived messages

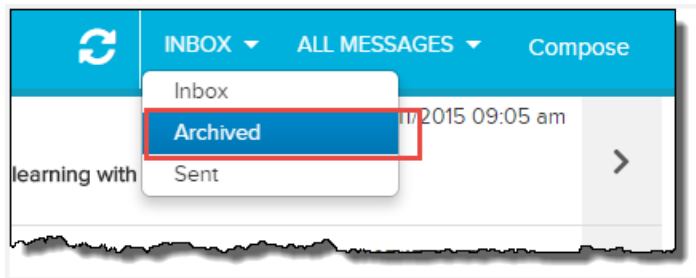


The message is removed from the **Inbox** messages list and now appears in the **Archived** messages list. See "[View archived messages](#)" below.

## View archived messages

You can view a list of messages that you archived.

1. To see your archived messages, from the **Inbox** drop down, select **Archived**.

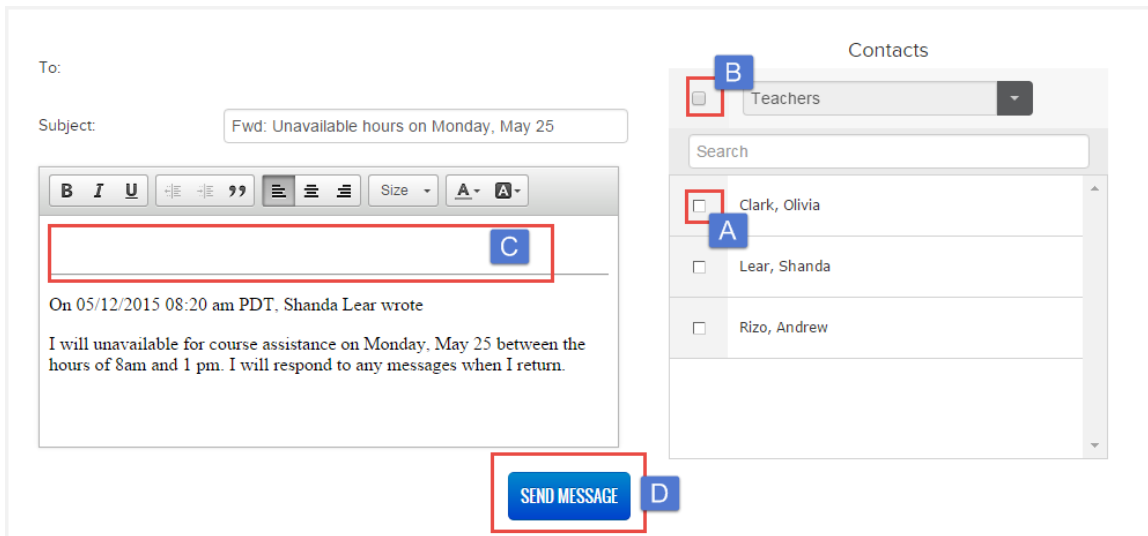


2. To go back to your Inbox, from the **Archived** drop down, select **Inbox**.

## Forward messages

You can forward received and sent messages to other teachers. While you are reading a message, if the **Forward** button appears, you can forward that message to another teacher.

1. From either the **Inbox** list or **Sent** list, click a message to read it.
2. Click the **Forward** button.
3. From the **Contacts Teachers** list, select one or more teachers by clicking the check box next to their name (A), or to select all teachers for the message, click the check box (B) next to the **Teachers** list.
4. To let the teacher(s) know why you are forwarding the message to them, enter an explanation (C).
5. Click **Send Message** (D).



The message now appears in your **Sent** messages box. See ["View sent messages"](#) on page 56.

