

# SENDING/RECEIVING MESSAGES

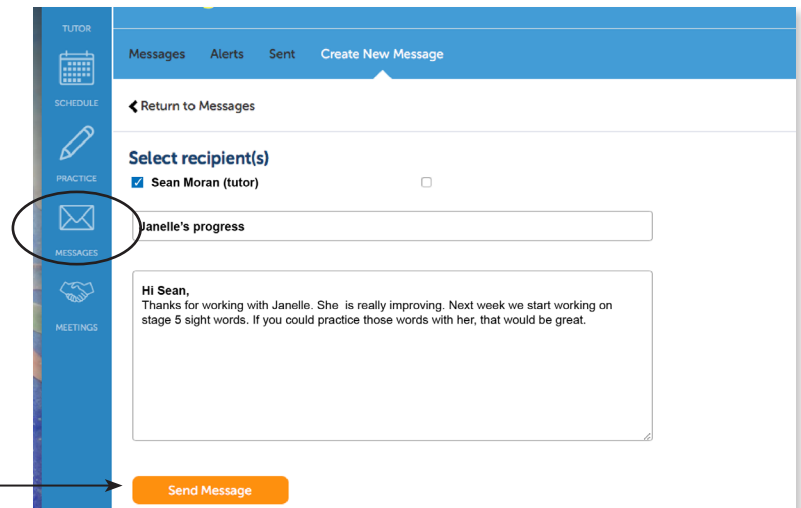
From the Message portal, you can send and receive messages to and from the tutors who are working with your pupils. Check incoming messages frequently as tutors are likely to ask questions and give feedback regarding their pupil. Sending messages to tutors about upcoming skill work will also help guide future tutoring sessions.

## Send a Message

Click on the MESSAGE icon.

To send a message to a tutor or group of tutors:

1. Insert a check in the box next to the tutor(s) name you would like to message.
2. Enter your message in the fields provided.
3. Click Send Message.



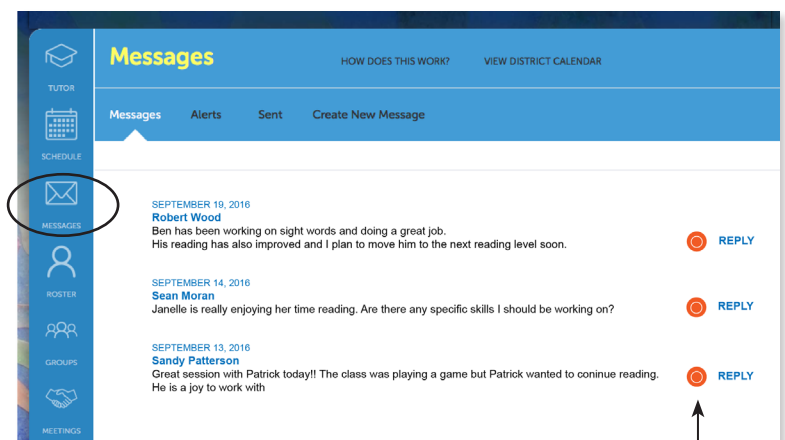
Click here to reply to send.

## Read Messages from Tutors

Click on the MESSAGE icon.

To view messages click on MESSAGES in the tool bar.

To REPLY to a message from a tutor, click on the orange REPLY icon.



Click here to reply to a message.