

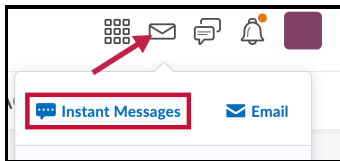
# Use the Instant Message Tool to Send & Receive Messages

Last Modified on 01/23/2024 2:04 pm CST

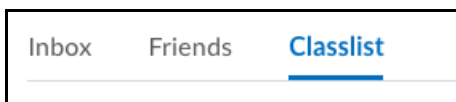
You can use **Instant Messages** to send and receive messages to and from students and other users in D2L. Faculty can also message students.

## Send Messages

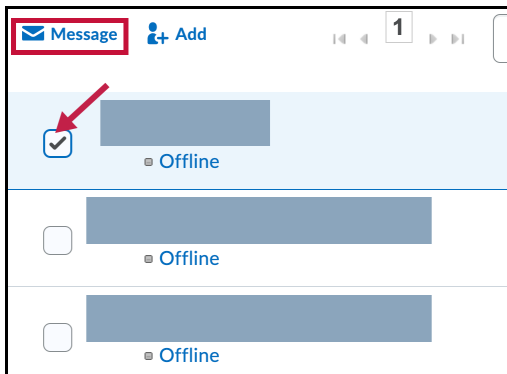
1. Click on the Message alert icon (the envelope) in the minibar at the top of the screen, then click on **[Instant Messages]**.



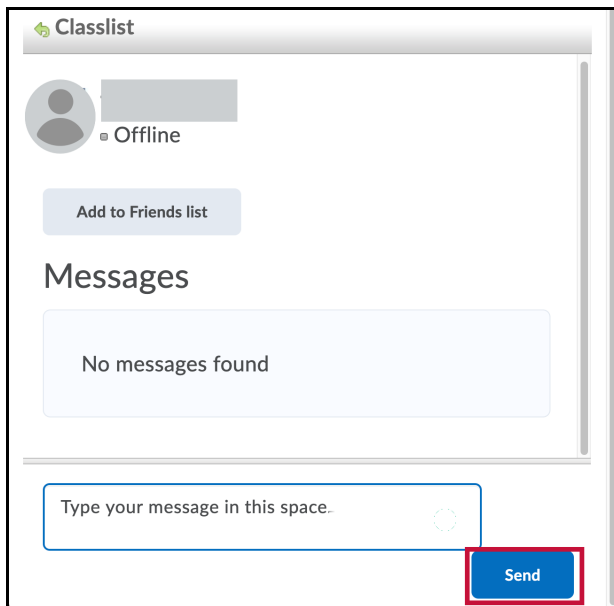
2. Click on **[Friends]** or, if you are inside a course, click **[Classlist]** to select a person to send a message to.



3. Click the **[Checkbox]** next to the recipients you wish to message, then click on **[Message]**.



4. Compose your message and click **[Send]**.  
You can also click on **[Add to Friends list]** to add this person to your **Friends list**.



## Receive Messages

You will receive and read incoming message notifications in the **Message alert icon** on the minibar.

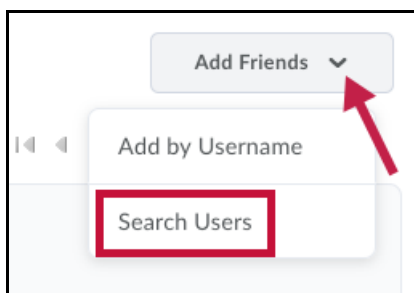
## Viewing Pager Logs

1. Click on the Message alert icon (the envelope) in the minibar at the top of the screen, then click on **[Instant Messages]**.
2. Click a user's name from your **Friends list** or the **Classlist**.
3. Click **[View All]** to view the paging history with that user.



## Adding Users to your Friends list by Searching

1. On the **Friends** page, click **[Search Users]** from the **[Add Friends]** button.



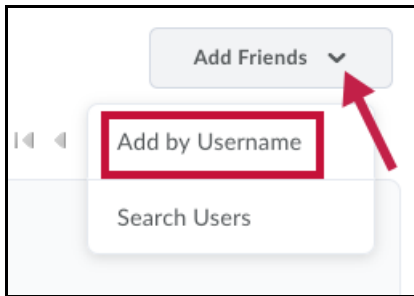
2. Enter a name in the **Search For** field, and click on the **[magnifying glass]** to perform the search.

3. Select the check boxes beside the users you want to add.
4. Click **[Add as Friend]**.



## Adding Users to your Friends list by Username

1. On the **Friends** page, click **[Add by Username]** from the **[Add Friends]** button.



2. Enter a Username.
3. Click **[Add]**.

## Removing Users from your Friends list

1. On the **Friends** page, select the check boxes beside the users you want to remove.
2. Click **[Remove]**.

