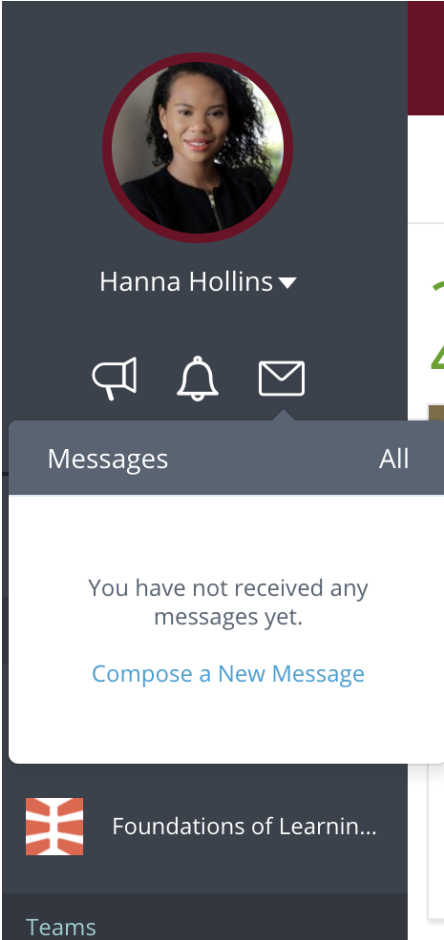


How do Messages Work



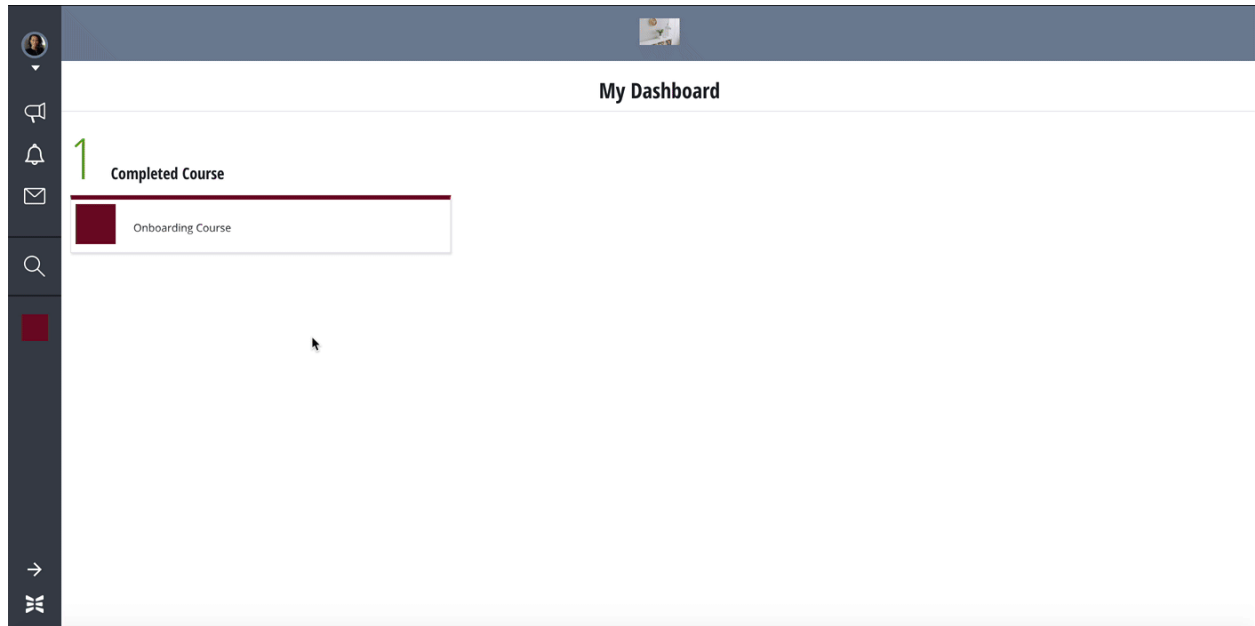
Messages in NovoEd enable you to effectively manage your communication with your peers and your team. You can access your messages from the left hand navigation bar "envelope" symbol.





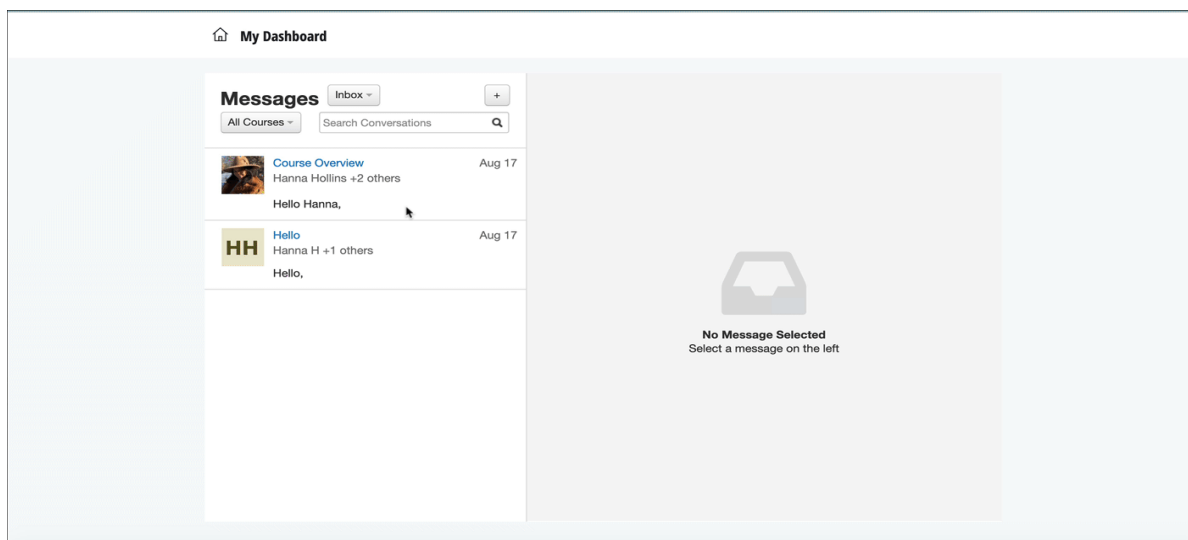
How to access your messages:

From the left hand navigation bar, you are able to access your messages. Here, you are able to filter which course messages you would like to view.



How to reply to a message:

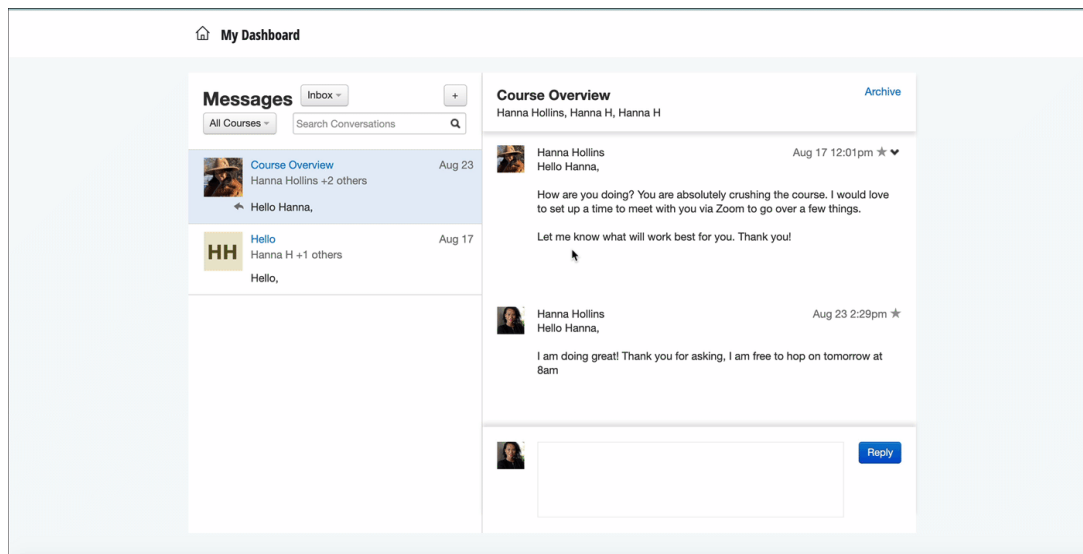
Within your messages dashboard, click on the message you would like to read and reply by typing in the reply box. Don't forget to hit the "reply" button after typing your response.



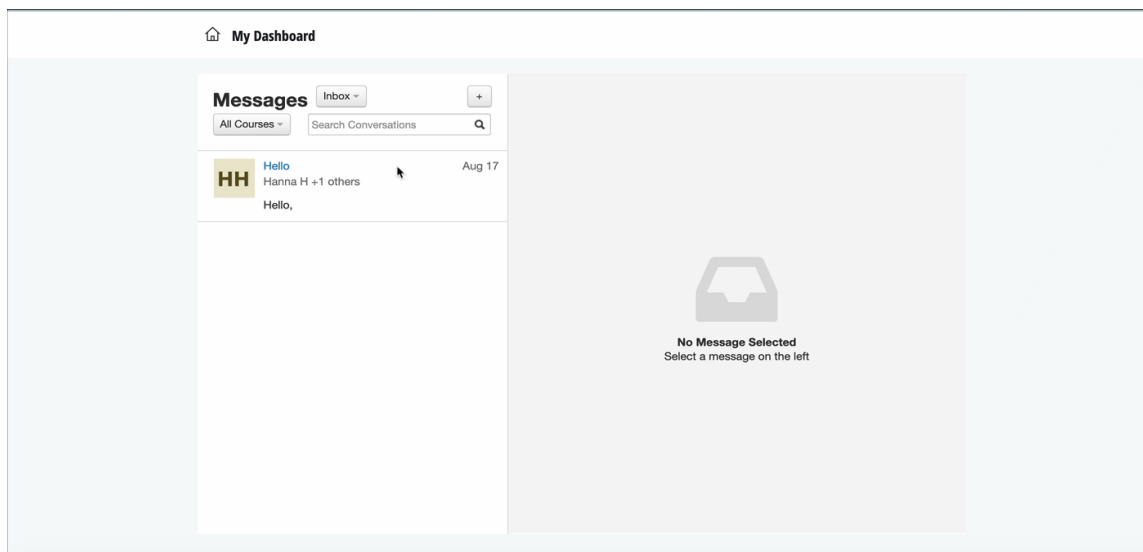


How to archive or star a message:

A message that has been read/replied to, will remain in the Inbox by default. You can choose to archive your messages by clicking the "Archive" button at the top right of the message. To access your starred or archived messages, click the button above your messages, and then choose "Starred" or "Archived".



If a message is archived, you can also "Unarchive" it by clicking on the "Unarchive" button on the right corner, as shown below. You can also star/favorite a message by clicking the star, also below.





Troubleshooting

- Check your browser compatibility and see if it is up-to-date [here](#).
- Still having problems? [Contact your teaching team](#).