


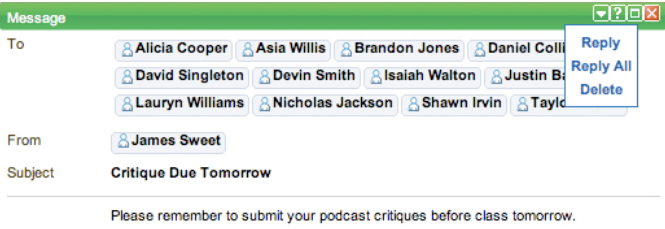
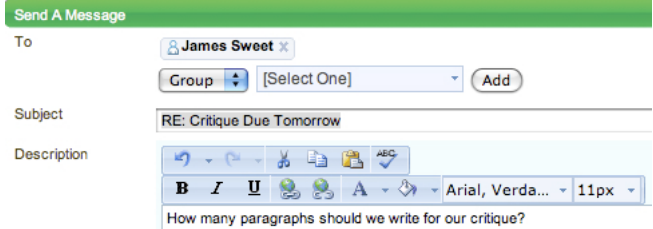

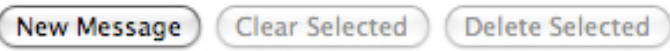

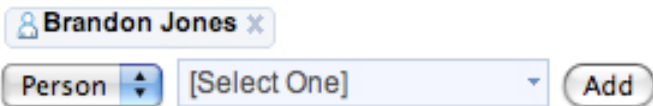
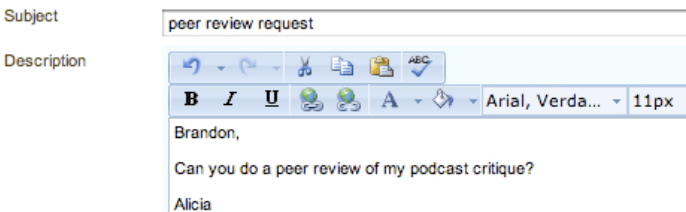
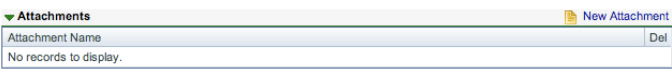

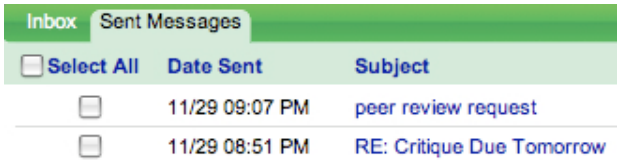
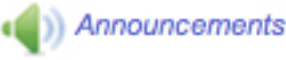

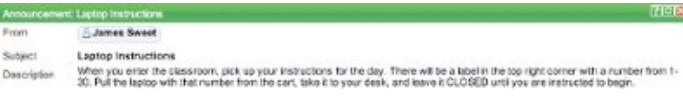
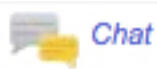
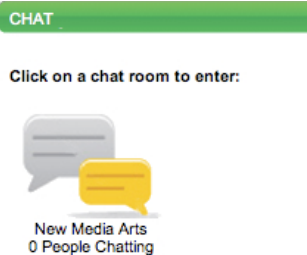





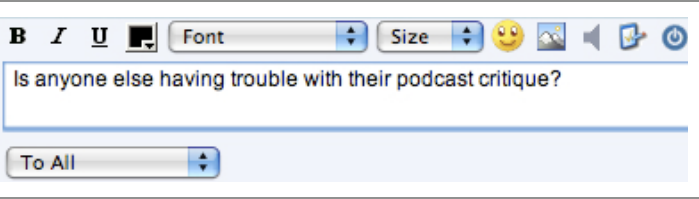

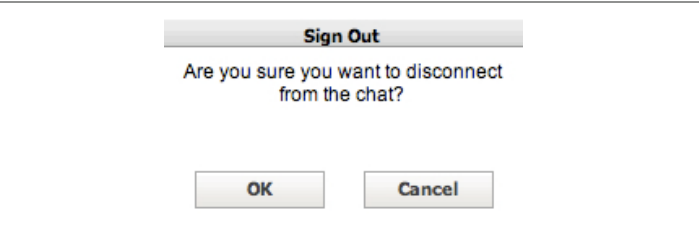
Communicate Menu

<p>Messages</p> <p>Step 1</p> <p>Click Messages.</p>	
<p>Step 2</p> <p>To read a message, click its Subject link.</p>	
<p>Step 3</p> <p>To respond to a message, click  and then click Reply to send your response to the message sender or Reply All to send your response to the sender and other recipients.</p>	
<p>Step 4</p> <p>Your response automatically goes to the message sender (and recipients if you selected Reply All).</p> <p>Enter your response in the Description.</p>	
<p>Step 5</p> <p>Click Save to send the message, or Cancel.</p>	
<p>Step 6</p> <p>To send a message, click New Message.</p>	
<p>Step 7</p> <p>Chose a Person or Group to receive the message and click Add. Click  by a recipient's name to remove.</p>	
<p>Step 8</p> <p>Enter the Subject of the message and type the message body in Description.</p>	

Communicate Menu

<p>Optional: Step 9</p> <p>Click New Attachment to upload a file(s) to send with the message.</p>	
<p>Step 10</p> <p>Click Save to send the message, or Cancel.</p>	
<p>Step 11</p> <p>The message is listed in Sent Messages.</p>	
<p>Announcements</p> <p>Step 1</p> <p>Click the Announcements icon.</p>	
<p>Step 2</p> <p>You can view an announcement by clicking the Announcement subject link.</p>	
<p>Step 3</p> <p>Announcements are read-only. You cannot respond directly to an announcement.</p>	
<p>Chat</p> <p>Step 1</p> <p>Click the Chat icon. The number of users currently connected is shown below the icon.</p>	
<p>Step 2</p> <p>The chat control displays active chat rooms and the number of current participants for all the groups you have joined or created. Click a chat room to enter.</p>	

Communicate Menu

<p>Step 3</p> <p>After you connect, you can see a list of all users currently connected to the chat room.</p>	 <p>New Media Arts</p> <p>2 Users</p> <p>Alicia Cooper (ACooper)</p> <p>Brandon Jones (BJones)</p>
<p>Step 4</p> <p>Compose a message and choose whether to send To All or to an individual user.</p>	 <p>B I U Font Size [emojis]</p> <p>Is anyone else having trouble with their podcast critique?</p> <p>To All</p>
<p>Step 5</p> <p>Click Send to send your message.</p> <p>Click Disconnect to leave the chat room.</p>	 <p>Disconnect</p> <p>Send</p>
<p>Step 6</p> <p>Click OK to confirm that you want to disconnect, or Cancel to remain connected.</p>	 <p>Sign Out</p> <p>Are you sure you want to disconnect from the chat?</p> <p>OK Cancel</p>