



## What is the Messages feature?

In FoxTALE, you can send messages to anyone within FoxTALE. You can view the messages in FoxTALE, and your message history with another person is saved.

**Messages** allow you to communicate with one person.

Note that there is also a separate **Quickmail** feature in FoxTALE that allows you to send email to one student, selected students, or all students in a course.

## The Messages Block

The **Messages** block shows by default on your FoxTALE home page, usually on the right side. The **Messages** block will display a link to your message page and a list of new messages you have received. If you have no messages, your **Messages** block will look like this:



You can also access **Messages** by opening your **Profile** and clicking the **Messages** button. To open your **Profile**, click your name in the **Online Users** block on your FoxTALE home page.

## Faculty: Showing the Messages Block in a Course

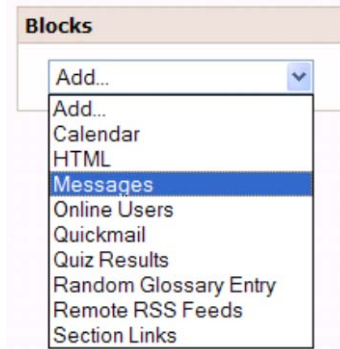
Messages will be more visible to faculty and to students if the professor also shows the **Messages** block on a course's home page. However, you can still send messages if the **Messages** block does not show in the course.

**Faculty: To show the Messages block in a course:**

1. Log in to FoxTALE, and open the course.
2. Turn editing on.



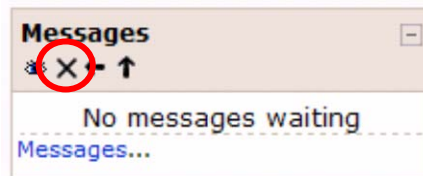
3. Under **Blocks** (usually at the bottom right of the screen), add the **Messages** block.



4. After a brief pause, the **Messages** block will show on the course page. Students will see the **Messages** block in their view of the course.

*Faculty: To remove the Messages block from a course:*

1. Log in to FoxTALE, and open the course.
2. Turn editing on.
3. Click the **X** in the **Messages** block to delete the block from the course.



4. Students will no longer see the **Messages** block in their view of the course.

## Sending a Message

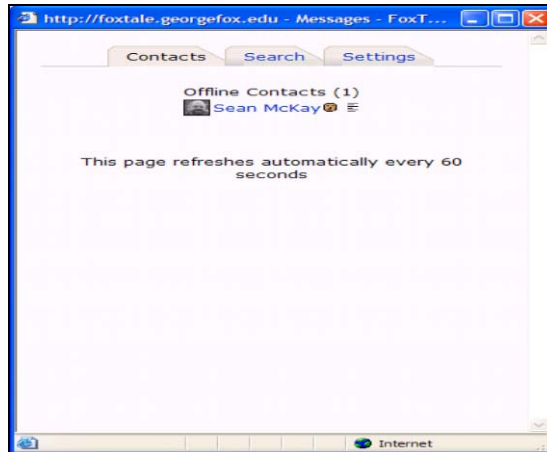
To send a message:

1. Click the **Messages** link in the **Messages** block on your FoxTALE or course home page.





2.

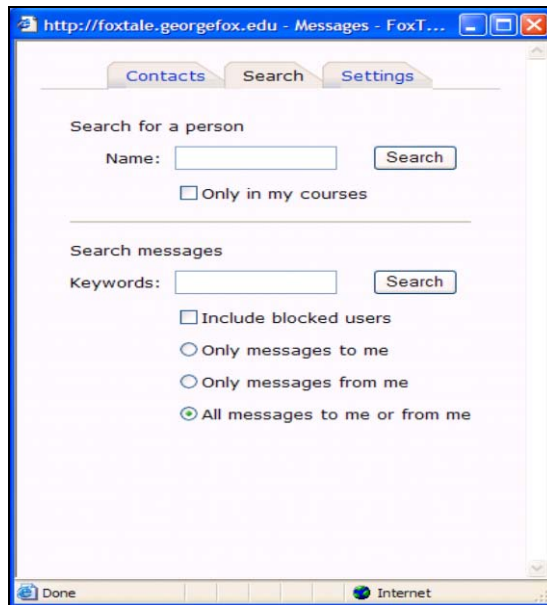


If you have added people to your **Contacts** list and you want to send a message to a Contact, click the **Contacts** tab.

Click the person's name to send a message.

Contacts provide a shortcut for sending future messages.

3.



For people not in your **Contacts** list, click the **Search** tab to search for the person.

The **Search** tab allows you to search among only the students in your course or all people with a FoxTALE profile.

You can also search messages by typing a keyword (in the Keywords field) and/or defining a few search criteria.



- From the search results, you can send a message or choose from other options:



- Name:** Send a message.
- Face:** Add this person to your contacts as a future shortcut.
- Green Dot:** Block contact from this person.
- Text:** View your message history with this person.

## Reading Messages

- Unread messages will show in the **Messages** block on your FoxTALE or course home page when you log in or refresh the screen.



- Click the envelope or number next to the sender's name to view the message. (If you click the sender's name, you will see the sender's profile and not the message.) In this example, one message was sent by this person.
- If you refresh the screen or log out and log back in to FoxTALE, you will no longer see messages you have read.

## Changing Message Settings

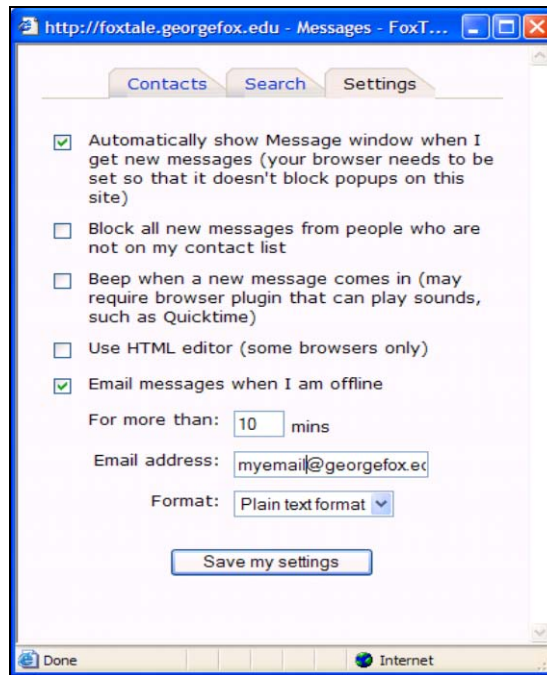
To change **message** settings:

- Click the **Messages** link in the **Messages** block on your FoxTALE or course home page.





2.



Here you can choose to have a pop-up Message window whenever you get a new message, block messages from people who are not on your Contacts list, have an audio signal for a new message, using an HTML editor, or receive email messages when you are offline.

Change any settings and click **Save my settings**.

## Pop-Up Blockers

In order for the **Message window** to function properly, students and faculty need to turn off pop-up blockers for the [foxtale.georgefox.edu](http://foxtale.georgefox.edu) web site. By default in the **Message Settings** (the first setting shown above), you will see the **Message window** when you get a new message. Pop-up blockers need to be disabled for this function.

## How do I delete messages?

Messages show in your **Messages** block until you read them. After you read a message, it will no longer show in your **Messages** block after you refresh the screen or log out and log back in to FoxTALE.

Your message history with a person is stored in FoxTALE; you cannot delete it.