Send message

1. Login to Moodle (http://lms.ln.edu.hk).

2. Click “Turn editing on”

3. In order to let yourself being able to see the message sent, choose “My profile settings” under “Settings”.

4. Choose “Messaging”
5. Select all under the Email column.

6. Click “Update profile”, then you can now see the message sent by yourself.

7. Back to “My course”
8. Choose “Participant” under “People”

9. Click “Select all” to choose students who receive the message.

10. Click “Send a message”.
11. Type your message and click “Preview” after that.

12. After previewing the message typed, click “Send message”