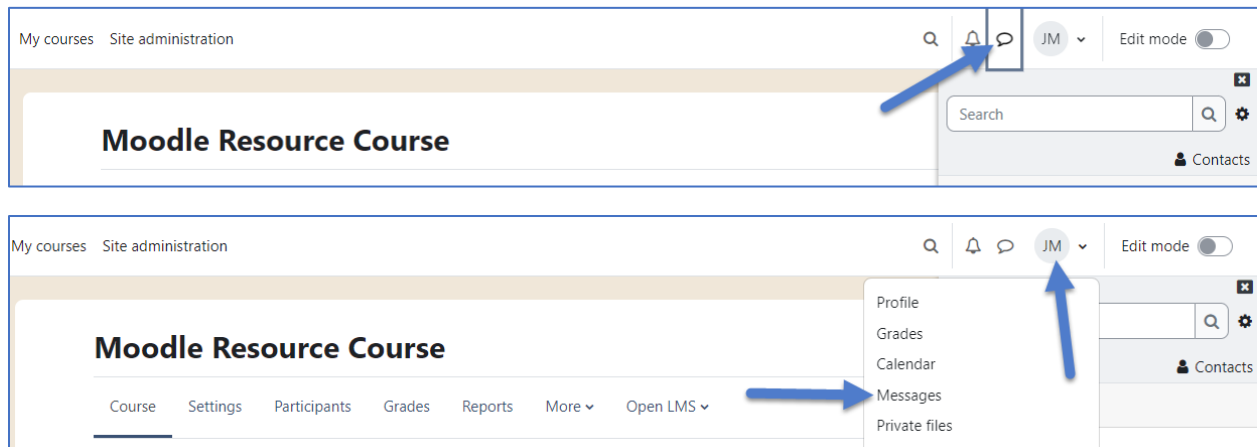
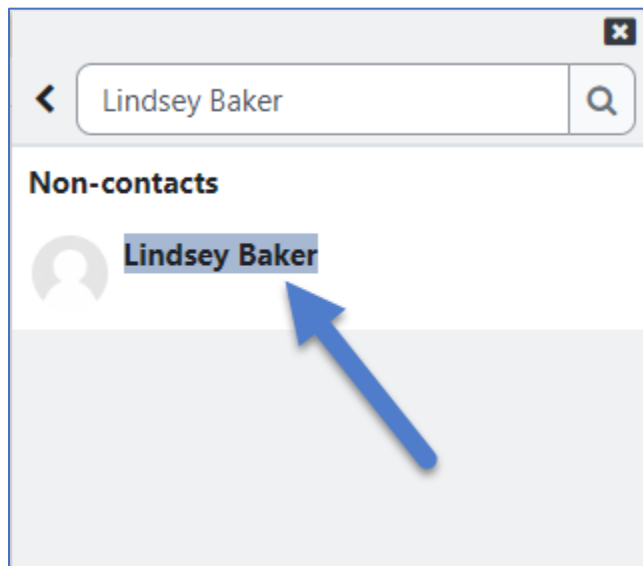


Instant Messaging

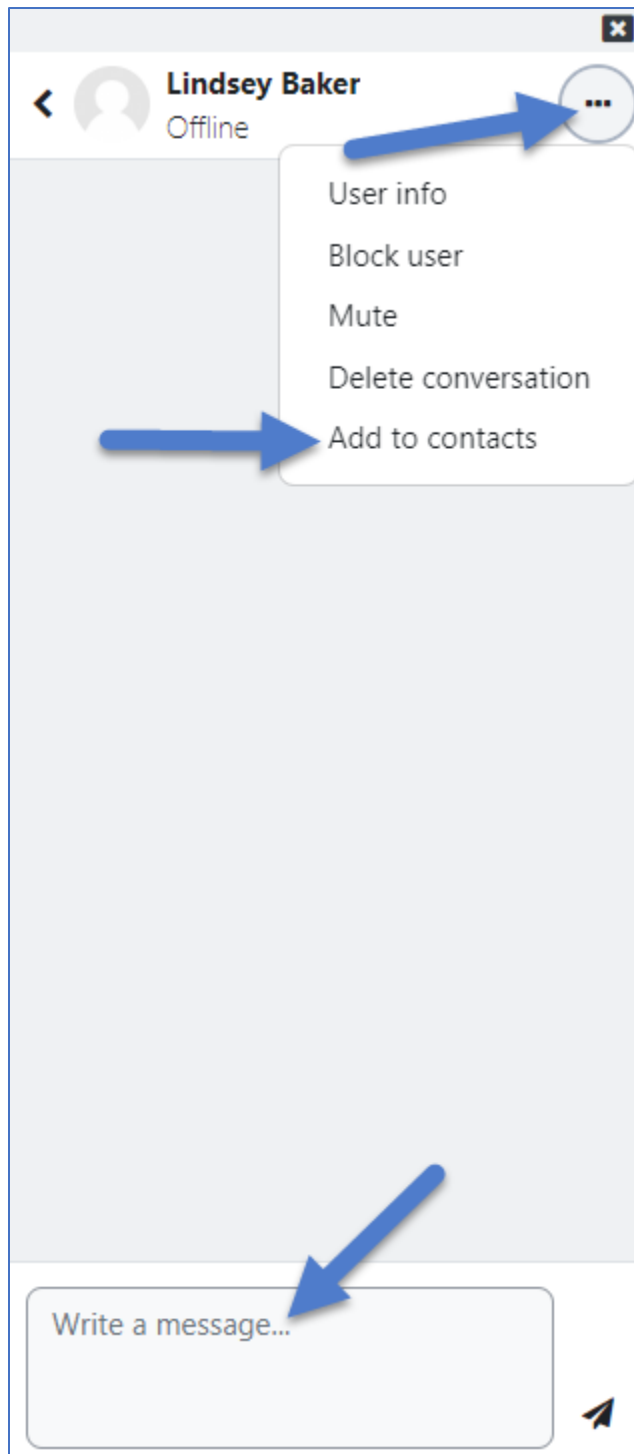
You can access the **Instant Messaging** feature in Moodle by either clicking the message icon at the top right or by clicking on “Messages” in the Profile Menu.



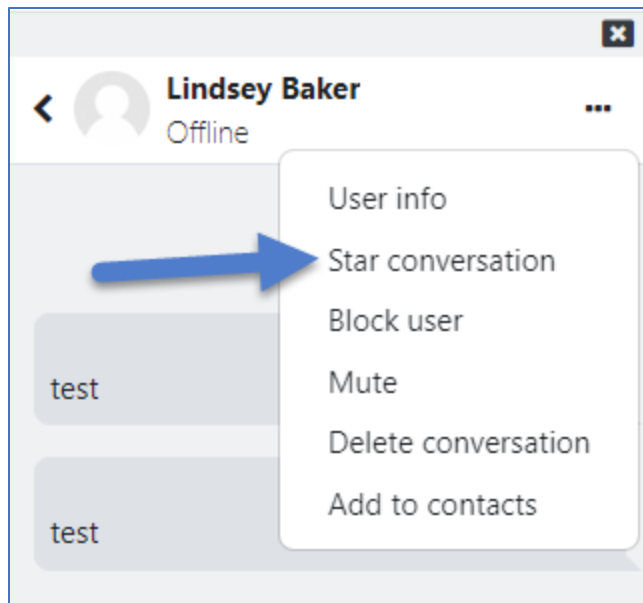
Use the search bar to find who you want to message, then click on their name.



You can use the three dots by the person’s name to open additional options, such as “Add to contacts.” Type your message at the bottom and hit the button to send.



Once you send a message, an additional option is given in the menu to 'Star conversation.'



NOTE: Instant messages are also sent as emails if the user is not online as long as the user's notification settings have not been changed.

For additional information about CLT resources and training, watch the [Instant Messaging](#) video.

Please email us at clt@occc.edu or call 405.682.7838 if you have questions or need assistance.