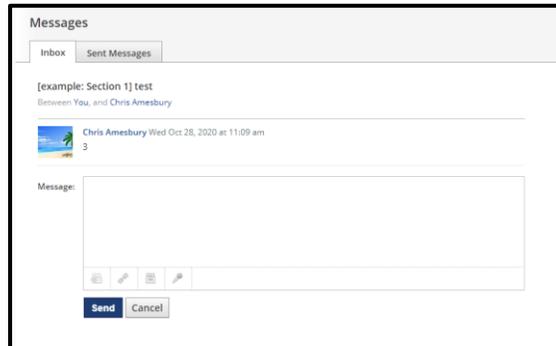


Viewing Messages from a Teacher

1. Login to Schoology.
2. In the upper right corner of your schoology account locate the “envelope”. 
3. If a teacher has sent you a message you will see a number highlighted next to the envelope. 
4. Click on the envelope to view messages.
5. To reply to the message in Schoology – Click on the message to open the inbox. Once you have written your message, click “send”.



Sending Messages to a Teacher

1. Click the envelope in the upper right corner.
2. Click “New Message”.
3. Complete the fields and click “Send”.

