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".

Messages					
Inbox	Sent Messages				
[example Between 1	[example: Section 1] test Beoven You, and Chris Amesbury				
- 1	Chris Amesbury Wed Oct 28, 2020 at 11:09 am 3				
Message:					
	······································				
	Send Cancel				

Sending Messages to a Teacher

Messages (7)

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

New Message		×	
То: *			N
Subject: *	Type the name of someone in your network		
Message:			
			Т
	80 d° 🖻 🌶		
	Send Cancel		
	Wed at 11.09 uni		J
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New Message