Moodle: Instant Messaging

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Moodle has a built-in instant messaging system that all Moodlers can use to send IMs to their teachers and classmates. It works like Slack, Teams and other IM systems: if you message someone who is currently logged in, they see a pop-up notification and can respond immediately; otherwise, the message is stored unread and they can reply the next time they log in.

> **Before you start**, you will need:
>
> - to be enrolled in a Bryn Mawr Moodle course

View Messaging

- From any Moodle page, click on 💬 (Toggle messaging drawer) next to your initials or picture in the top menu bar to open Messaging.
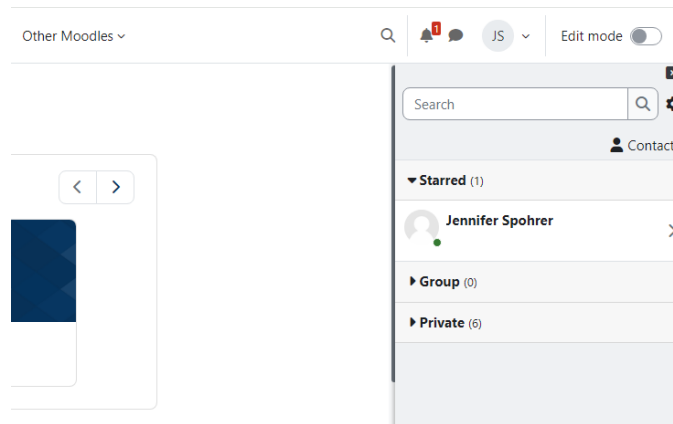
- Chats are divided into **Starred** (chats you've starred), **Group** (group chats), and **Private** (one-on-one chats) -- click a category to expand it, then click a chat to open it.
- **Your name** will be listed under **Starred**, click it to go to a personal space where you can post notes to yourself, etc.

> **Note:** You cannot initiate chats with new people from this window. Instead, **go to their profile page**, as described in the next section.

Start messaging someone

To start an IM chat with someone new (that is, who hasn't already messaged you)**:**

1. Open **a course you are both enrolled in.**
2. Click **Participants**.
3. Click **the person's name** to open their profile.
4. Click 💬 **Message** at the top of the profile page to open a chat with them in the **Messaging** window.

If the Message option is not available, click 🪪 **Add to contacts** to send the person a contact request**.** If they approve it, you will be able to start messaging them.

Messaging settings

Click the ⚙ (gear icon) inside Messaging to view and adjust your settings:

- The **Privacy settings** determine who can message you:
  - **My contacts and anyone in my courses** (default) **--** your teachers and classmates can IM you from your profile page.
  - **My contacts only** -- your teachers and classmates must request to add you to their contacts; if you approve, they will be able to message you.
- Turn **Email** on if you want to receive email notifications about messages. (This is most useful if you don't log in to Moodle often and won't see that messages are waiting.)
- Turn **Use enter to send** on if you want to send with the keyboard rather than having to click send.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk**!

Phone: 610-526-7440 | Library and Help Desk hours
Email: help@brynmawr.edu | Service catalog
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