



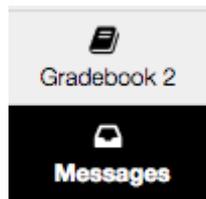
PROVIDENCE
COLLEGE

Sending a Message

<http://Sakai.Providence.edu>
SakaiHelp@Providence.edu
www.Providence.edu/ITDP

Using the Messages Tool:

1. In the Sakai site, select “Messages” from the left hand menu.



2. At the top of the screen, click the tab labelled “Compose Message”.

