Instant Messages in BlazeVIEW

Reading and Replying to Instant Messages

Log in to BlazeVIEW through MyVSU.



An orange dot on the **Message Alert** icon on the mini bar indicates unread mail or instant messages. Click on the icon to access unread messages.



Select Instant Messages to navigate to your inbox.

000		elearning Student12
💬 Instant Messages	Email	:oring
Doctor Blaze said: Hi 1	2. Have you posted your discussion	
yet?		
Chalsis Dowall said: Ha	1 minute ago	<u> </u>
vet? Chelsie Powell said: He read for tomorrow?	1 minute ago y, what pages are we supposed to	×

Click on the message to read and respond to it.

Inbox	Friends	Classlist	🔅 Settings
🤿 2 ur	nread mess	sages	
View:	All 🗸	·	
🛃 Set I	Read 🛛 🔽 S	et Unread 🍵 Delete 🛛 🔹 🔳	10 ~
	∭ <mark>⊜</mark> I Hi	Doctor Blaze said: 12. Have you posted your discussion ye	> et?
	Feb	16, 2021 3:18 PM	

To reply, enter your message in the blank box below and click **Send**.

🤚 Inb	ох			
	Doctor Blaze ■ Offline			
A	dd to Friends list			
Me	ssages			
	Doctor Blaze	e said:		
	HI 12. Have yo	u posted your discussion yet?		
	Feb 10, 2021 3:10			
			Vie	w All
				Send

Finding Recipients

Inbox Friends Classlist 1	🔅 Settings
View: BlazeVIEW 101 Student Orientation	~] 2
Message 2+ Add 4. 1 2 3 → ▶	10 🗸
Image: Provide the second state of the sec	>
3	>

- 1. Click the **Classlist** tab to search for users to add to your friends list.
- 2. Filter your search by selecting a class from the drop-down list.
- 3. Select the user(s) you want to add to your friends list.
- 4. Click Add to add the user(s) to your Friends list.

You can use the Friends list for any users you may frequently message. Users do *not* have to be on your Friends list to receive messages from you.

Click the **Friends** tab to view your current contacts.

Inbox Friends Classlist	🛟 Settings
View: All 🗸	2+ Add Friends
🐱 Message 🛛 🛓 Remove	 10 🗸
elearning Student10 Offline	2* >

Sending Instant Messages

You can send instant messages from three places: The Friends tab in the Instant Messages tool, the Classlist tab in the Instant Messages tool, or the Classlist tool from within a BlazeVIEW course (Communication > Classlist).

The instructions are the same for each method.

- 1. Select the desired recipient(s).
- 2. Click Message.

Inbox Friends Classlist	Inbox Friends Classlist	
View: All 🗸		+ Add Friends
Message 🛃 Remove	i∉ 4 1 ⊳ ⊳i	10 🗸
elearning Student10		2n >

3. Type your message and click **Send**.

Send

For more information or assistance, call 229-245-6490 or email <u>blazeview@valdosta.edu</u>. For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit <u>GeorgiaVIEW Help Center</u>.

