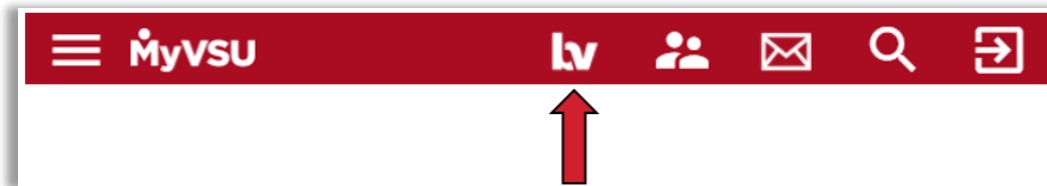


Instant Messages in BlazeVIEW

Reading and Replying to Instant Messages

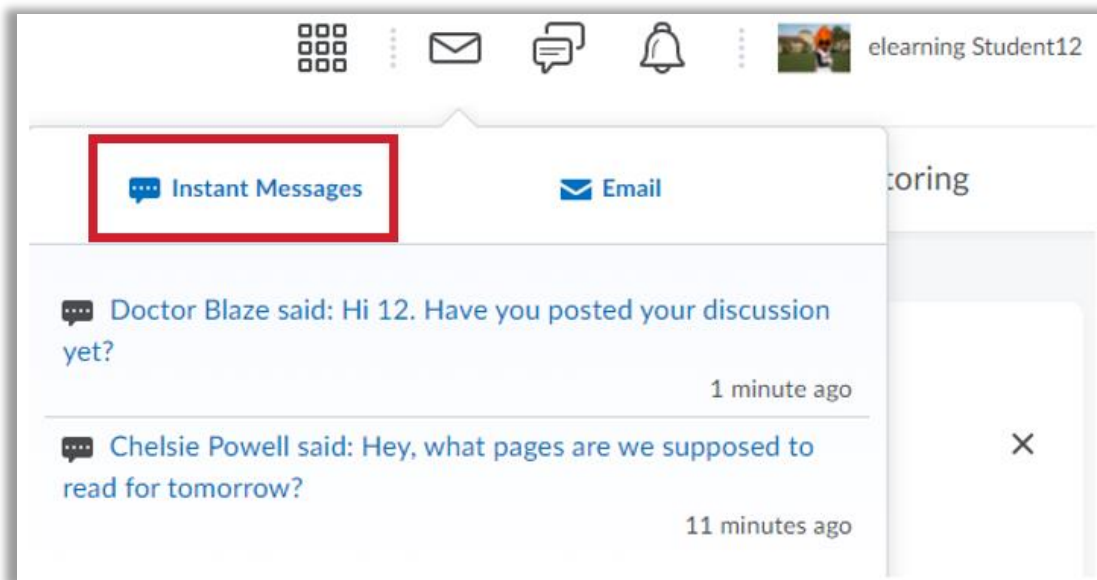
Log in to BlazeVIEW through MyVSU.



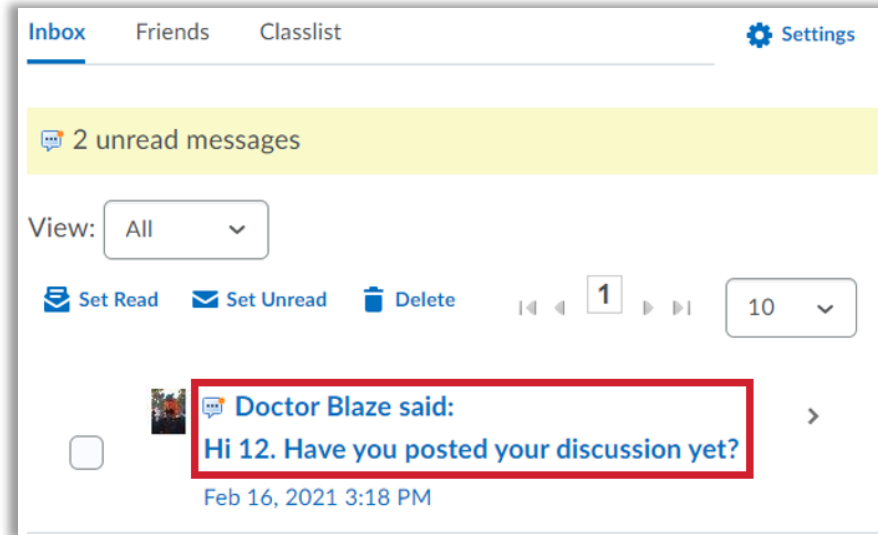
An orange dot on the **Message Alert** icon on the mini bar indicates unread mail or instant messages. Click on the icon to access unread messages.



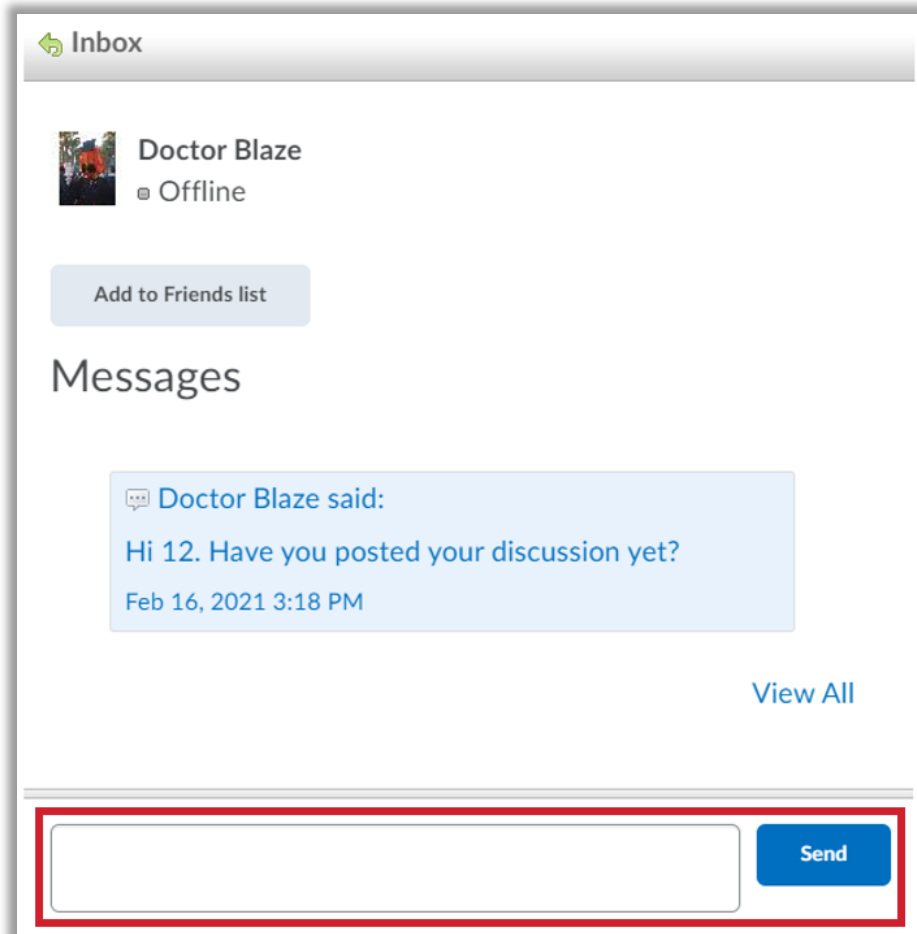
Select **Instant Messages** to navigate to your inbox.



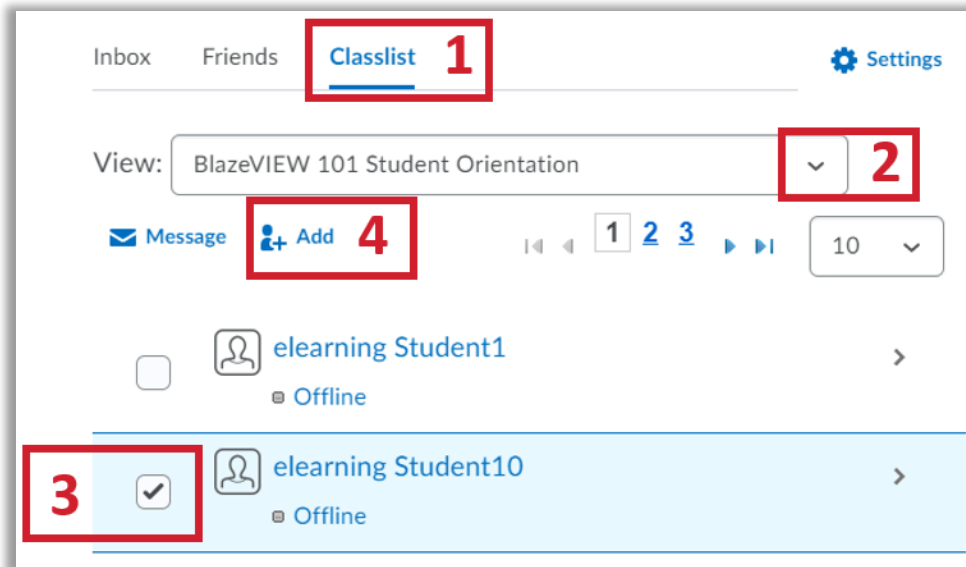
Click on the message to read and respond to it.



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



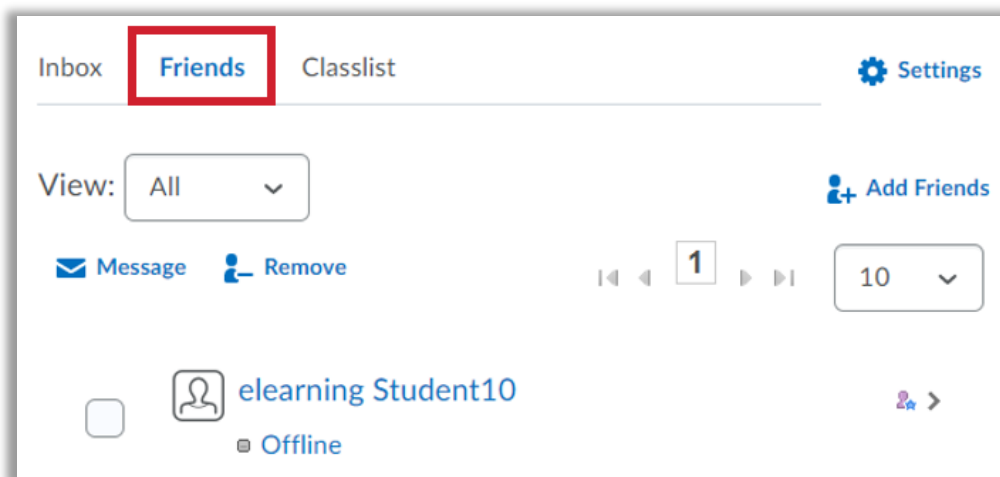
Finding Recipients



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.

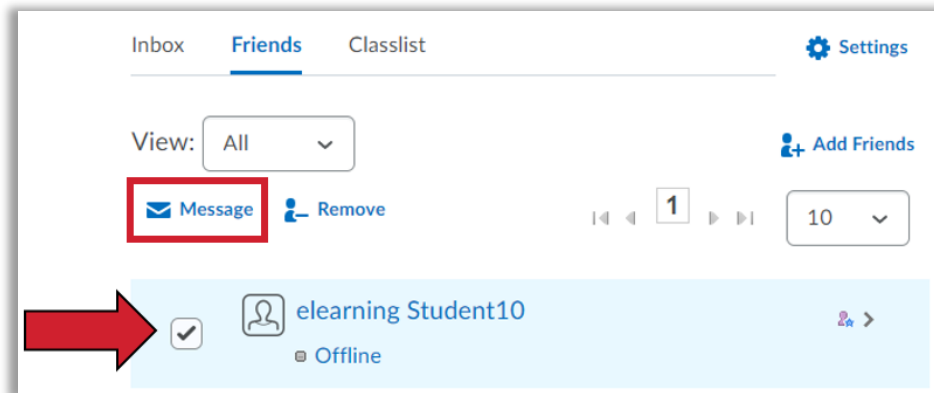


Sending Instant Messages

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**.



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



For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.
For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit [GeorgiaVIEW Help Center](#).

