Sending a Message

1. To send a message to your instructor click on their name underneath the course name on your main Joule page where you see all of your classes listed.

2. Type text in the pop-up window and click **Send Message**.

Blocking / Unblocking a User

1. To block messages from a user click their name in the class list block.

2. In the window that opens click the “**Block contact**” link next to the green circle. To unblock this user click the link again (it will now say “**Unblock contact**”).

   If this user attempts to send you a message they will see the following message: **This user has blocked you from sending messages to them**