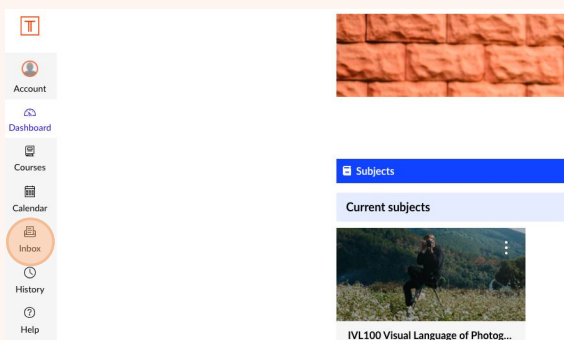
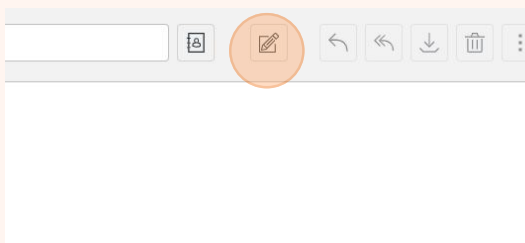


Messaging your Learning Facilitator

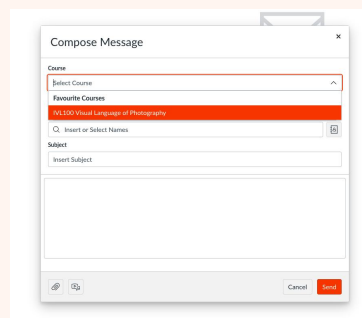
1 In MyLearn, select the inbox icon in the global menu on the far-left hand side.



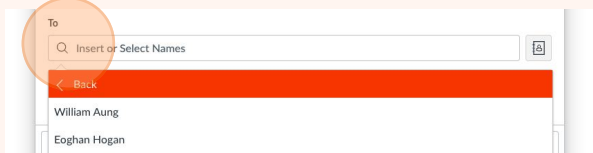
2 Locate the pen and paper icon on the right-hand side of the menu bar at the top of the page.



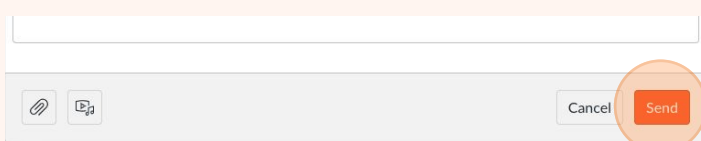
3 Select the Subject your message relates.



4 Select the inbox icon in the global menu on the far-left hand side.



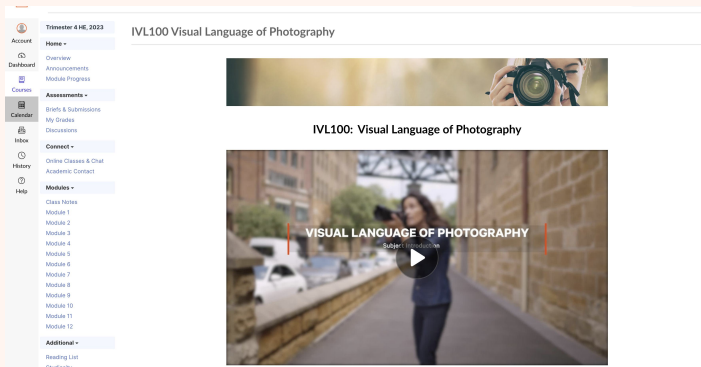
5 Write a subject and compose your message, before hitting send when finished. You can attach files to your message and even record a video or audio message to send.



Posting in the discussion forum

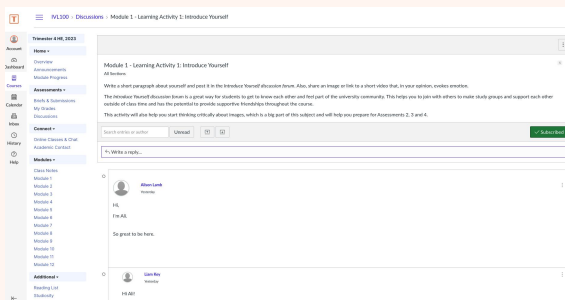
1

To post in the discussion forum, open the subject you want to post in, and click on Discussions.



2

Once here, click on the thread you would like to post in, read the topic, and click “Write a reply” when you are ready to create your post. When you are finished, hit “Post Reply.”



3

You can add attachments, share files and record audio and video replies in discussions.

