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# eCampus



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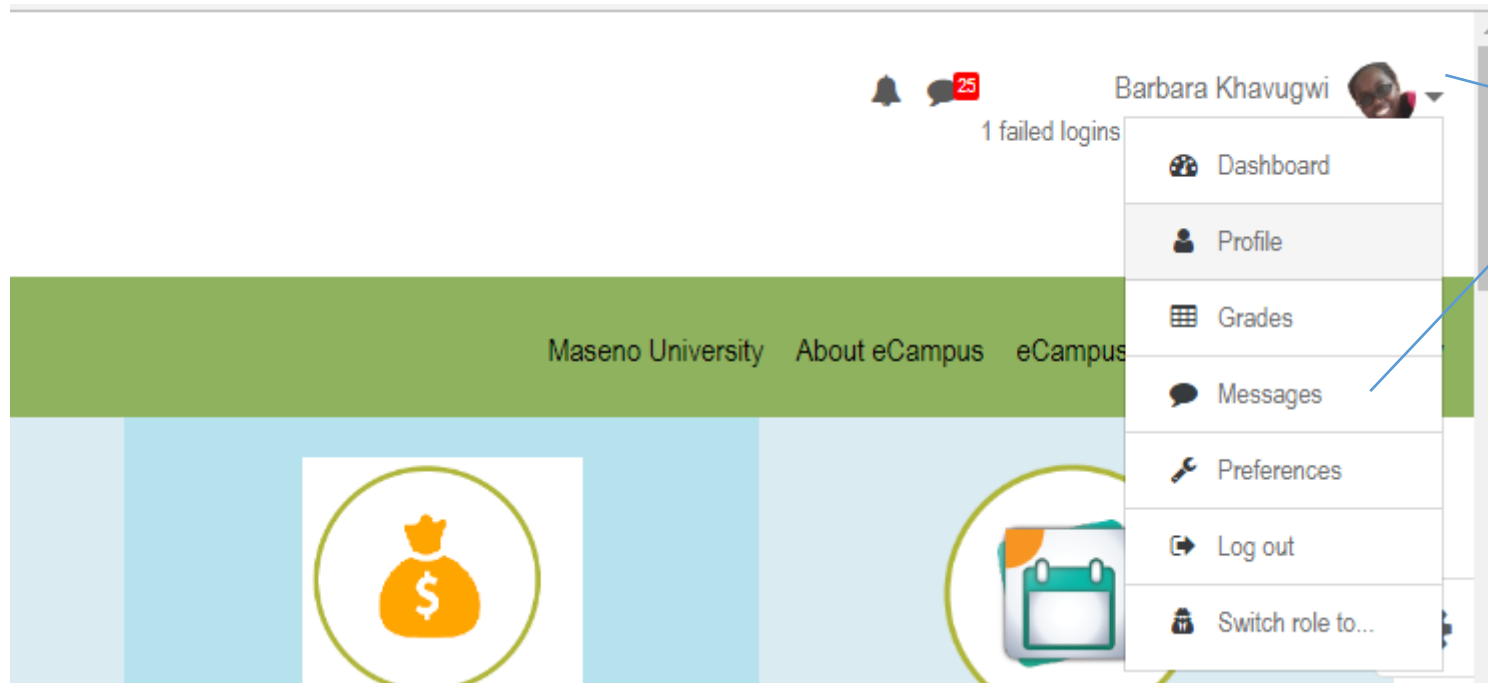
**HOW DO I SEND  
AND RECEIVE  
MESSAGES ON  
THE E-LEARNING  
PORTAL?**



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## STEP 1



When logged into the eLearning portal, click on the down arrow next to your profile picture and select the **messages** option on the drop down that appears



## STEP 2: SEARCH FOR A USER AND SEND A MESSAGE

### Messages

The screenshot shows the 'Messages' interface. At the top left is a search bar labeled 'Search messages' with a blue circle '1' next to it. Below the search bar is a list of contacts. The first contact, 'Thomas Chelimo Lulei', is highlighted in blue and has a blue circle '2' next to it. Below the list is a 'Write a message...' input field with a blue circle '4' next to it. At the bottom left is a navigation bar with two tabs: 'Messages' and 'Contacts'. The 'Messages' tab is selected and has a blue circle '3' next to it. The 'Contacts' tab is also visible. The main area shows a conversation with 'Thomas Chelimo Lulei' with the message 'Hello Barbara' and a timestamp 'Wednesday, 17 January 2018'.

1. The list people who have sent you messages
2. The message
3. The contact list tab
4. The bar on which you type the message



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## STEP 3: To add a user to your contact list

**Note:** You must know the name of the person so that you search for person on the portal

Messages

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2

C

1

Messages

Contacts

Write a message...

1. Select the contact link at the bottom of the screen
2. Search for the person



## STEP 4 (B): ADDING A CONTACT

### Messages

AYERE

Non-contacts

Ayere Mary Anyango

Maxwell Kayere

Mildred Ayere

Otinya Joyce Akhayere

2

[Otinya Joyce Akhayere](#)  
Offline

1. Select the person
2. Click on the link with the persons name on the right side to add them to your contact list





## STEP 4 (C): ADDING A CONTACT

### Messages

AYERE

Non-contacts



Ayere Mary Anyango



Maxwell Kayere



Mildred Ayere



Otinya Joyce Akhayere



Otinya Joyce Akhayere  
Offline

Send message

Block contact

Add contact

**Click on the  
add contact  
Link**



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**Proceed and Add users into your contact list**