Sending a Message
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ALL MESSAGES SENT THROUGH E4U ARE SAVED IN THE SYSTEM UNLESS DELETED

Method 1
1. From the Class Information Tab you can send a message directly to your advisor. Check the box next to the course and then click on the small arrow beside Actions and select “Send Messages to Professor”.

Method 2
2. You can also send a message to an instructor from the “Send a Message” Tab. Check the box next to the professor’s name and then click on the small arrow beside Actions and select “Send Message”.

[Image of the e4u interface showing the Class Information and Send Message tabs with actions highlighted.]
3. To view all the messages sent through the system click on the envelope on the right menu bar. You can also sort your messages by:

- **Automated messages** – includes absence email, at-risk emails, or password reset emails
- **Personal messages** – includes personal messages sent by you, your professor or advisor
- **All Messages** – includes automated and personal messages