

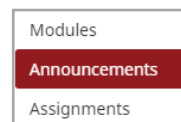
# Guide: Messages in Absalon

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## COMMUNICATION WITH PERSONS IN ONE OF YOUR COURSES

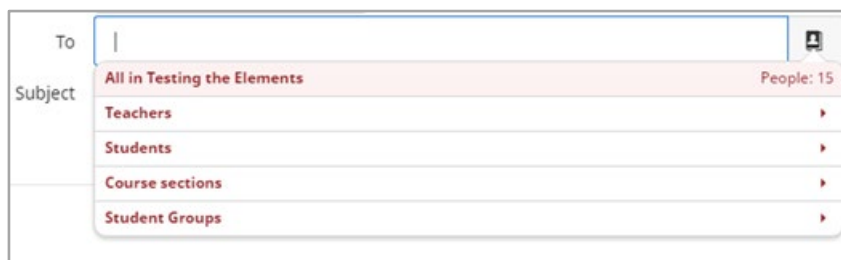
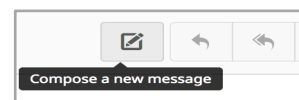
### Method 1 – Use Announcements to send to all people in a course:

- If you want to write a message to everyone, go to **Announcements** and create a new message.
- Announcements are sent by email as well, but **not** to the myUCPH app.



### Method 2 – Use Inbox to send a message to Sections, individual students, groups or teachers

- If you want to send a message, tap the **Inbox** in Global menu
- Tap the **Compose a new message** icon and the relevant course.
- In the "To" field you can choose:
  - "All in..." , sending a message to ALL in the course (every role)
  - "Teachers" allow you to send to all or individual teachers.
  - "Students" allow you to send to all or individual students.
  - "Course sections" allow you to send to each STADS-hold separately.
  - "Student Groups" allows you to send to all or specific groups or individual students in a group



- Messages are sent by e-mail and to the myUCPH app, as well.