The pager is an online messaging tool for sending text messages to classmates and other members of your Learning Environment. A page is quicker and less formal than an email. Use the pager to quickly see which of your classmates are online, get an answer from a friend, or to send a reminder or notice.

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**Accessing the Pager tool**

To access the Pager tool, click the **Pager** icon or the **Pager** link on the navigation bar.

The main Pager pop-up shows you who is currently using the Learning Environment. If a user sends you a page, a page icon appears beside their name. Click the icon to view the message.
Sending a page

From the main Pager pop-up:

1. Click **New Page** or click on a contact’s name.

2. Type the recipient’s name in the **To** field, or click on the **To** button and choose one or more recipients from your contact list.

3. Type a **Message**.

4. Click **Send**.

Incoming pages

When you receive a new page you will be notified by a sound signal or you will see the word “Page” displayed in the green part of the **Page** icon, depending on your settings.

Click the **Page** icon to view your new message.

Viewing a list of pages

To view a log of the pages you have received:

1. Click the **input** button beside a user’s name.

2. Click one of the message lines to view a history of that conversation.

Adding and Removing contacts

To add a contact from the main Pager pop-up:
1. Click Add.

2. Add one of the following types of contacts:
   - **Known Contact** Type in the username of the person you wish to add and click the Add button. Choosing this option enables you to add any user within your organization; you do not have to be enrolled in the same class.
   - **Classmate(s)** Select the circle beside the Add Classmate option. From the drop-down list, select your course. Your classmates are listed with select boxes. Select the classmates to add, and click Add.

## Removing contacts

From the main Pager pop-up:

1. Click Remove.

2. Select the users you want to remove from the Remove Contacts list.

3. Click Remove.