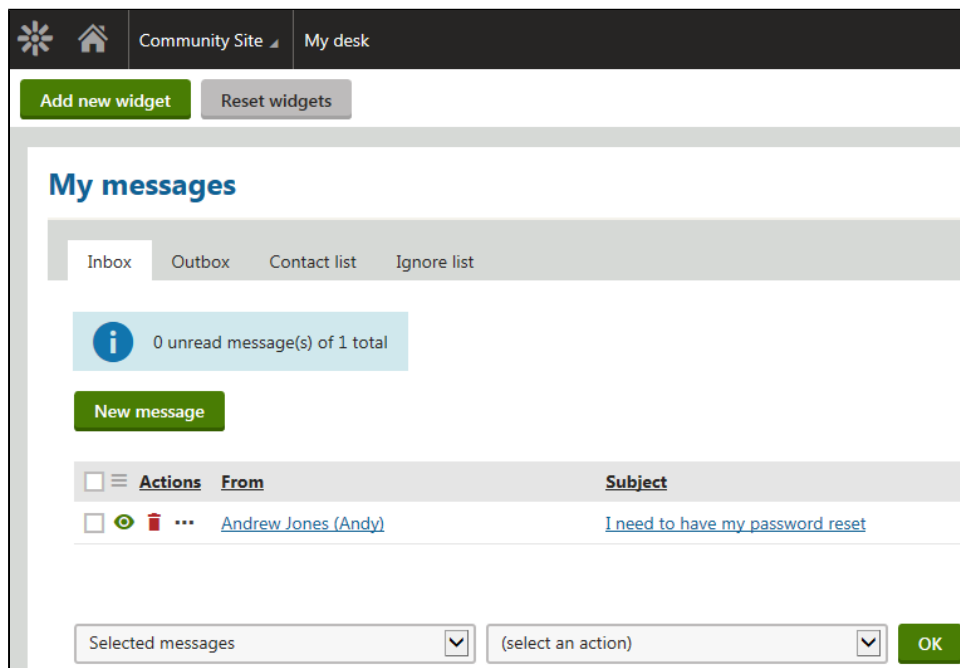
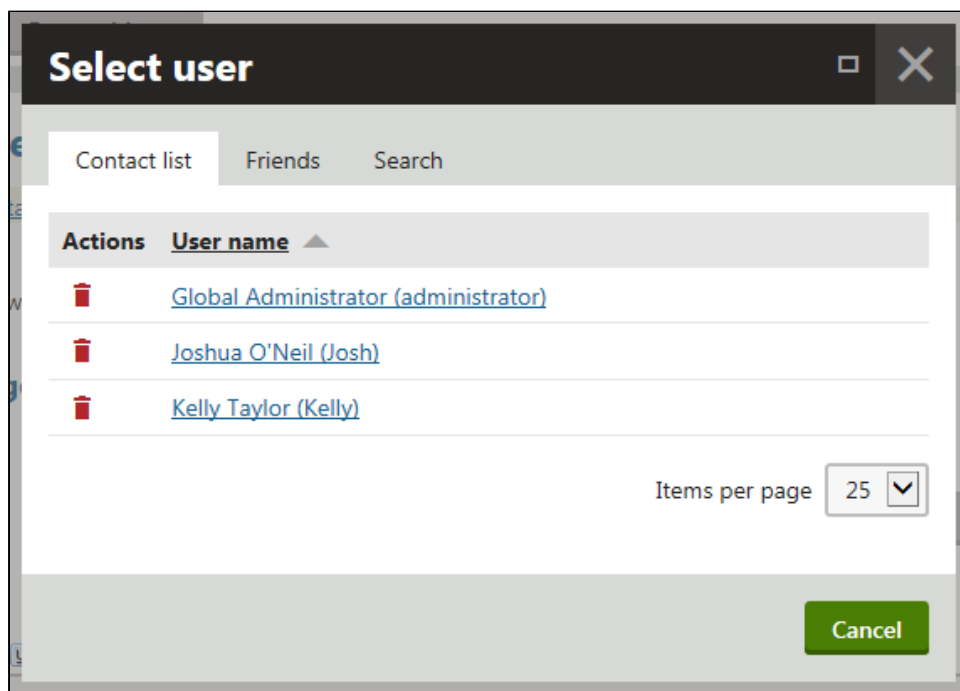


You can create new messages and send them out in **My desk -> My messages**, on both the **Inbox** and **Outbox** tabs.

1. Go to **My desk -> My messages**.
2. Switch to the **Inbox** tab.
3. Click **New message**.



4. Click **Select** and select a recipient.
 - You can select the recipient from the contact list, from the list of your friends, or from all visible website users.



5. Fill in the **Subject** field and the text of the message.
 - You can format the entered text using BBCode by entering BBCode tags directly or using the icons above the main text area. Supported BBCode tags are explained in [Using BBCode in forum posts](#).



New message

From:

Global Administrator (administrator)

To:

Select

Subject:

Hello,

I'm just sending a test message. Please reply if you can read this message, so that I know the application works correctly.

Regards,

Admin

6. Click **Send**.

The system sends your message to the recipient.