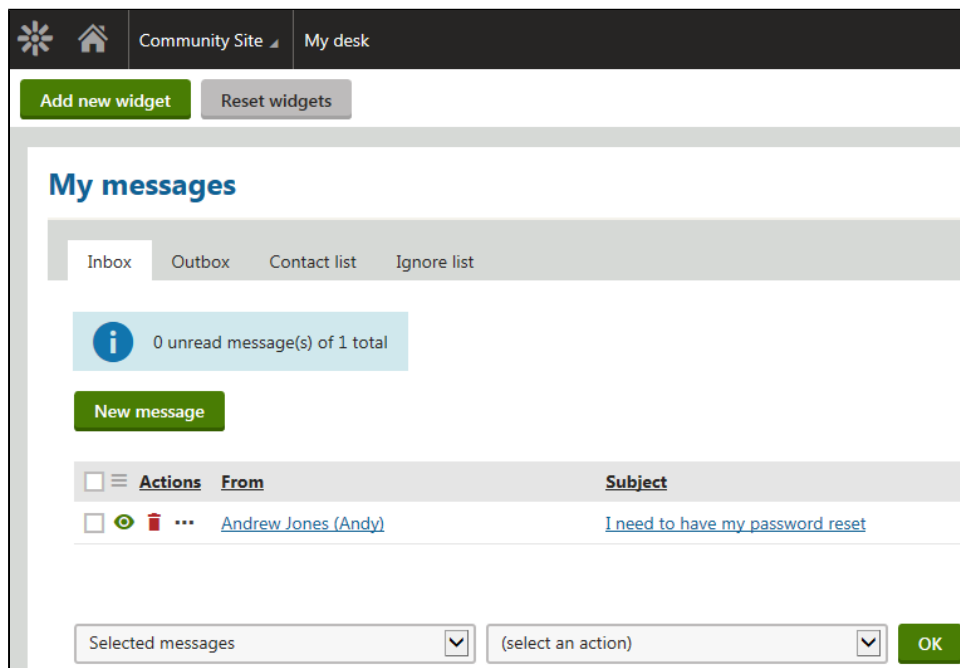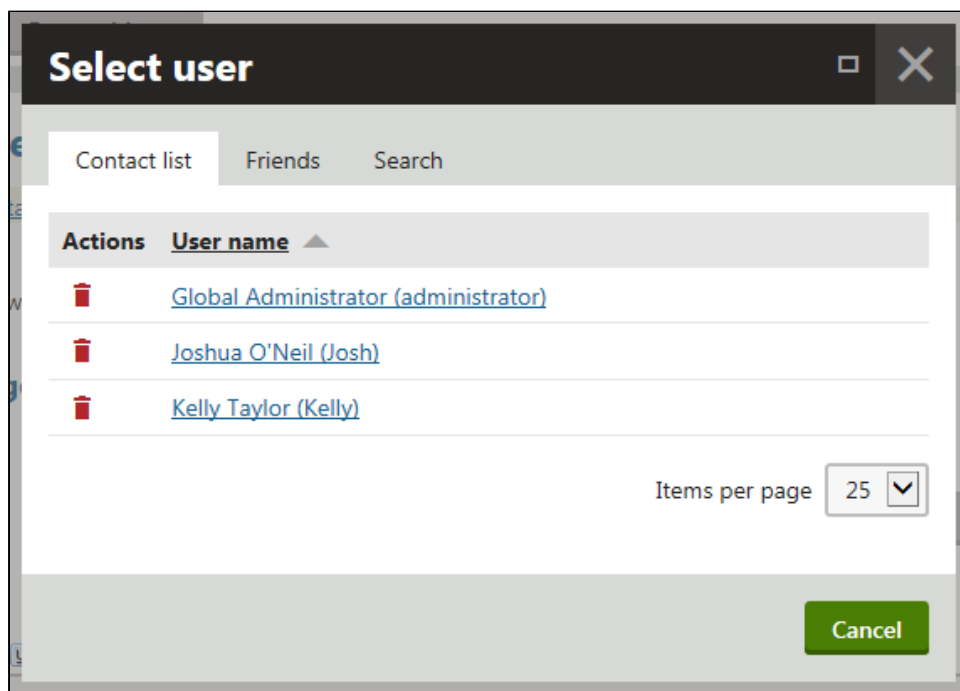You can create new messages and send them out in **My desk -> My messages**, on both the **Inbox** and **Outbox** tabs.

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:	Andy [Select]
Subject:	Test message

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.